



State of Wisconsin
Department of Administration

FIN301: General Voucher Processing Training Guide

Version 1.0

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Course Introduction

Introduction

The General Voucher Processing course discusses an in-depth view of the Accounts Payable (AP) module. It covers key terms, activities, roles and processes as they relate to the overall AP and voucher processing activities. Additionally, the course provides information on creating and managing vouchers in a variety of scenarios.

This course consists of the following modules:

- Module 1: Voucher Processing

Objectives

After completing this course, the user will be able to:

- Understand the End-to-End Accounts Payable Process.
- Identify the Impact of Processing Vouchers to other Modules.
- Create a Voucher without a Purchase Order.
- Create a Voucher with a Purchase Order.
- Match Vouchers.
- Process Payments.
- Respond to Inquiries.
- Acquire Assets.
- Send a Payment Request for Approval.

Course Introduction (Cont.)

Roles and Responsibilities

The following roles are associated with this course:

- Accounts Payable Reporter: Able to run Accounts Payable transactional and supplier reports.
- Accounts Payable Viewer: Able to view Voucher and payment information.
- Accounts Payable Workflow Administrator: Responsible for reassigning Accounts Payable Worklist items as needed.
- Agency Accounts Payable Approver: Responsible for approving Vouchers through workflow. AP Supervisors within agencies have the Agency AP Supervisor role and the Agency AP Approver role assigned to them. The Agency AP Approver is also responsible for assigning additional ad hoc approvers on vouchers, based on their agency-specific business processes.
- Agency Accounts Payable Maintainer: Responsible for any Accounts Payable Supervisor tasks and setting up and maintaining control groups, correcting Vouchers and managing matching. This person is also responsible for commitment control activities.
- Agency Accounts Payable Processor: Responsible for entering, researching, deleting, and correcting Vouchers.
- Agency Accounts Payable Supervisor: Responsible for understanding the task of the Accounts Payable Processor. This will include posting, un-posting for Vouchers with a payment method of check, and for releasing holds.
- Agency Ad Hoc Approver: Responsible for approving vouchers that are assigned to them by the Agency Accounts Payable Approver
- Agency Payment Requester: Create requests for payments outside of the purchasing/payables module and to run them with minimum knowledge of the Payables product. Aimed for end users on the field or with no Accounts Payable knowledge or access.

Course Introduction (Cont.)

Roles and Responsibilities

- State Accounts Payable Configuration Manager: Responsible for maintaining Accounts Payables configuration items statewide.
- State Accounts Payable Maintainer: Responsible for executing Accounts Payable interface processing.
- State Pay Cycle Processor: Responsible for running Pay Cycle, canceling and pastime payments.
- State Payment Maintainer: Responsible for canceling, posting, and escheating payments.

Course Introduction (Cont.)

Roles and Responsibilities

The **Vouchers** page outlines the various pages throughout a voucher lifecycle.

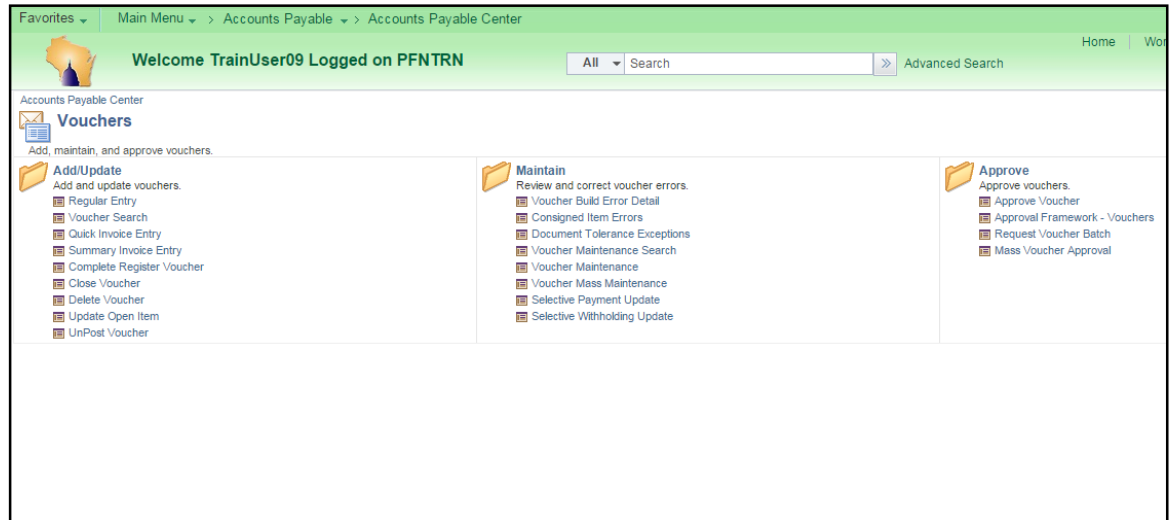


Figure 1: Vouchers page

Activities

Introduction

You will take part in three levels of group and individual activities throughout this course: Instructor Demonstrations, Training Exercises, and Challenges. The definitions and descriptions of each are below.

Activity 1: Instructor Demo



Instructor demonstration activities involve a walk-through of procedures. Your instructor will show you how to perform these activities while you follow along.

Activity 2: Training Exercises



You will determine how to perform an activity by following either the User Productivity Kits (UPKs) or data sheets, and by using the training materials as reference tools. You can perform Training Exercises individually or in groups, as directed by your instructor.

Activity 3: Challenges



Challenges do not contain step-by-step instructions. Instead, this is a self-led activity in which you will be provided the minimum amount of information required to perform a transaction. You also may refer to the provided data worksheet for this activity. This document provides all the information you need to complete the activity.

Module 1: Voucher Processing

Objectives

After completing this module, you will be able to:

- Identify the Accounts Payable end-to-end process.
- Process vouchers and explain the impact to other modules.
- Create a voucher without a purchase order.
- Create a voucher with a purchase order.
- Match vouchers.
- Process payments.
- Respond to inquiries.
- Acquire assets.
- Send a Payment Request for Approval.

Lessons

This module includes the following lessons:

- Accounts Payable End-to-End Process
- Processing Vouchers and the Impact to Other Modules
- Creating a Voucher without a Purchase Order
- Creating a Voucher with a Purchase Order
- Matching Vouchers
- Processing Payments
- Responding to Inquiries
- Acquiring Assets
- Payment Request Approval Process

Module 1: Voucher Processing

Key Terms



The following key terms are used in this module:

Term	Definition
Budget Checking	Process which checks Voucher amount against available appropriation and other budgets.
Business Unit	The STAR field that identifies each agency.
ChartField Editing	A process required in PeopleSoft which edits the ChartField combination rules set up for each agency. This process is automatically done when saving a voucher.
Combination Editing	Combination edits prevent errors in the combination of ChartFields values in PeopleSoft. They validate the accounting string prior to processing and return errors for invalid combinations.
Matching	An automated process of comparing values found in different business documents: Voucher, Purchase Order, Receiver (if applicable) and inspection (if applicable) prior to approving a Voucher for payment. This process provides assurance that the products listed on a supplier invoice were requested and received at the appropriate price and in the appropriate quantity.
SpeedChart	SpeedChart codes are defined for frequently used ChartField combinations entered on transaction distribution lines (i.e. requisition, purchase orders, vouchers, etc.). SpeedCharts greatly increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations.
Supplier	Any person or company with which the State of Wisconsin does business.
Supplier Location	Location setup for different supplier addresses such as remit to, ordering, invoicing to, ship to, and payment method.
Voucher	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.

Overview

Lecture

PeopleSoft Payables provides control over voucher processing and enables control of voucher header information.

By using the Payables Voucher Processing feature, the State of Wisconsin will be able to:

- Create vouchers and payments using manual and automatic processes.
- Match vouchers with purchase orders and receipts.
- Post vouchers and payments.
- Maintain vouchers throughout their life cycle.
- Create single voucher payments.
- Analyze accounts payable information using online inquiries.
- Establish withholding requirements.

The benefits of using the Payables Voucher Processing feature are:

- A centralized voucher processing at State agencies
- A systematic workflow approval with notifications and worklist

The following lessons are discussed in this course:

- Accounts Payable End-to-End Process
- How to Process Vouchers and the Impact to Other Modules
- How to Create a Voucher without a Purchase Order
- How to Create a Voucher with a Purchase Order
- How to Process Payments
- How to Respond to Inquiries
- How to Acquire Assets
- How to Send a Payment Request for Approval

Accounts Payable End-to-End Process

Lecture

The Accounts Payable End-to-End process is as follows:

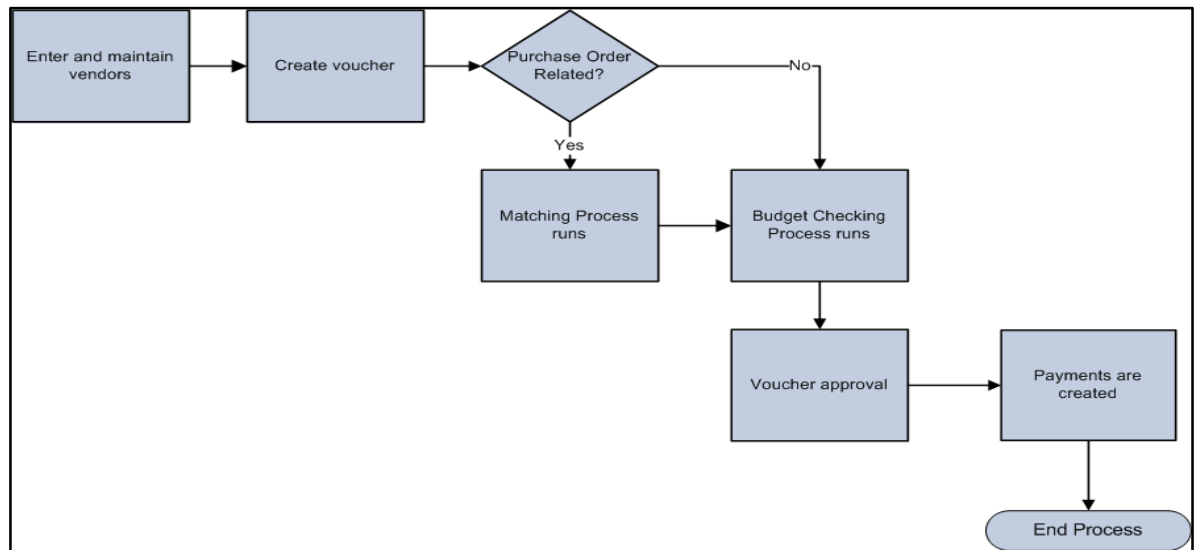


Figure 2: Accounts Payable End-to-End Process

1. Enter and Maintain Suppliers: entering supplier information and making sure it's up-to-date
2. Create Voucher: using supplier information and relevant documents to create a voucher.
3. Matching Process (Purchase Order related): linking Vouchers to associated purchase orders.
4. Budget Checking: checking voucher amounts against appropriate budget amounts.
5. Voucher Approval: approving voucher details
6. Create Payments: creating payments from voucher details.

Requests for payments to individuals, employees, suppliers, and agencies are entered into the system as vouchers. These vouchers are then processed for payment. The Accounts Payable business process begins by recording a Supplier invoice as a voucher.

The goal of an effective voucher process is to:

1. Identify the payee and the amount to be disbursed.
2. Allocate the expense to the proper accounting ChartField string.
3. Document the authorization and due diligence processes to ensure appropriate use of agency funds.

Learning Checkpoint

Instructions

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Accounts Payable End-to-End Process.

Questions



1. When would a voucher go through Budget Checking? The Matching Process?

Lesson Summary

Objectives Achieved



Now that you have completed the Accounts Payable End-to-End Process lesson, you should be able to:

- Identify the Accounts Payable end-to-end process
- Describe the goals of an effective voucher process

Processing Vouchers and the Impact to Other Modules

Lecture

Processing Vouchers and the Impact to Other Modules

There are four sub-processes in PeopleSoft Accounts Payable that are related to vouchers:

- The Enter and Process Vouchers sub-process
- The Integration with Purchasing sub-process
- The Process Payments sub-process
- The Process 1099 Withholdings sub-process

All Accounts Payable processes are interdependent of other sub-processes, and the dependencies between these processes are as follows:

- The Process Payments sub-process leverages the details of vouchers created using the Enter and Process Vouchers sub-process to make the payments to suppliers. Once the payments are made, the Enter and Process Vouchers sub-process is used to close the vouchers.
- The Enter and Process Vouchers sub-process also allows the scheduling of direct payments, which is leveraged by the Process Payments sub-process to make the payments.
- The Process 1099 Withholdings sub-process leverages the details of vouchers created using the Enter and Process Vouchers sub-process to process the withholding payments.
- The supplier payment is released using the Process Payments sub-process after a purchase order voucher has been matched with the purchase order using the Integration with Purchasing sub-process.
- The Integration with Purchasing sub-process is used to validate and confirm a voucher with the purchase order and receipt, before the payment can be made against the voucher.

Lesson Summary

Objectives Achieved



Now that you have completed the Processing Vouchers and the Impact to other Modules lesson, you should be able to:

- Describe the key activities of the Integration with Purchasing subprocess.
- Describe the key activities of the Processing Payments subprocess.
- Describe the key activities of the Enter and Process Vouchers.
- Describe the key activities of the Process 1099 Withholdings subprocess.

Creating a Voucher without a Purchase Order

Lecture

When a supplier's invoice for an expense or service is received and it does not have an associated purchase order, the voucher must be manually created in STAR before the supplier can be paid. Often referred to as Direct Payment Vouchers, non-purchase order vouchers are typically used for one-time expenses below a given dollar threshold and other various types of scenarios. Since a non-purchase order voucher does not have the previously approved purchase order, an approval process is required prior to the payment. Refer to the State Procurement Manual for prerequisites for entering direct pay vouchers.

Once the supplier invoice has gone through agency-specific pre-processing, and it is verified that the supplier is in the supplier table, the Agency Accounts Payable Processor will need to enter the voucher online. Afterwards, supporting documentation will be added and the voucher will be budget checked so the voucher can be approved.

Throughout this lesson, the following topics will be discussed:

- Creating a Non-Purchase Order Voucher
- Adding Attachments
- The Withholding Link
- Budget Checking and Voucher Posting Processes
- Deleting a Voucher

Creating a Voucher without a Purchase Order (Cont.)

Lecture

Creating a Non-Purchase Order Voucher

The first step to create a voucher without a purchase order is to Enter the Voucher Online (Direct Pay.) As previously noted, non-purchase order vouchers are often referred to as Direct Payment Vouchers. The steps below outline how to create a non-purchase order voucher:

1. Navigation: **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**
2. On the **Voucher** page, there are three tabs: Find an Existing Value, Keyword Search and Add a New Value.

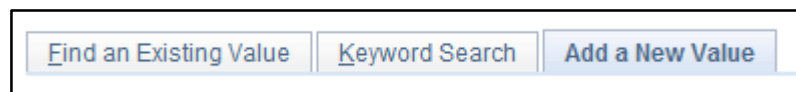


Figure 3: Voucher Page Tabs

If a voucher is getting edited and the Agency AP Processor knows the Business Unit, Voucher ID, or other information, enter the Search Criteria under the **Find an Existing Value** tab and click **Search**.

If the Agency AP Processor knows a Keyword associated with an already created voucher, enter the Keywords under the **Keyword Search** tab and click **Search**.

If a new voucher is being added, move to the **Add a New Value** tab. The Business Unit, Voucher ID, and Voucher Style fields default. If necessary, the Business Unit may be changed.

- Enter the Supplier ID, Supplier Name, Short Supplier Name, Invoice Number and Invoice Date.
- Ensure the Voucher Style is **Regular Voucher**.
- Enter the Gross Invoice Amount

Click **Add** to open the **Invoice Information** page.

Note: the Short Supplier Name is the first 10 characters of the Supplier Name

Note: the Voucher ID defaults to NEXT after saving the voucher. STAR sequentially numbers vouchers, so do not change the Voucher ID.

Note: the Business Unit dictates funding can be used on the voucher.

Creating a Voucher without a Purchase Order (Cont.)

Lecture 3. On the **Invoice Information** page, complete the following:

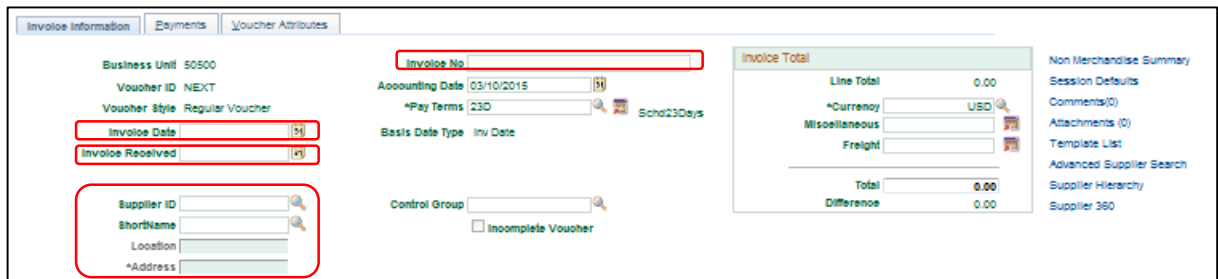


Figure 4: Invoice Information Page

- The **Invoice Date**, **Invoice No** and Supplier information will default onto this page if it was entered on the **Voucher** page. If no information was added, enter the relevant information here.
- Under the **Invoice Lines** section, choose a **Distribute By** option.

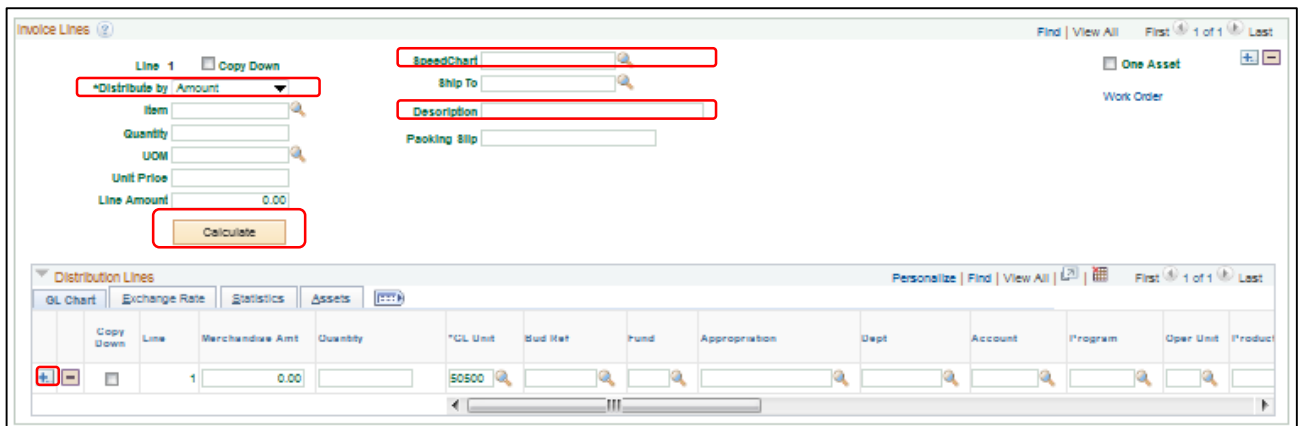


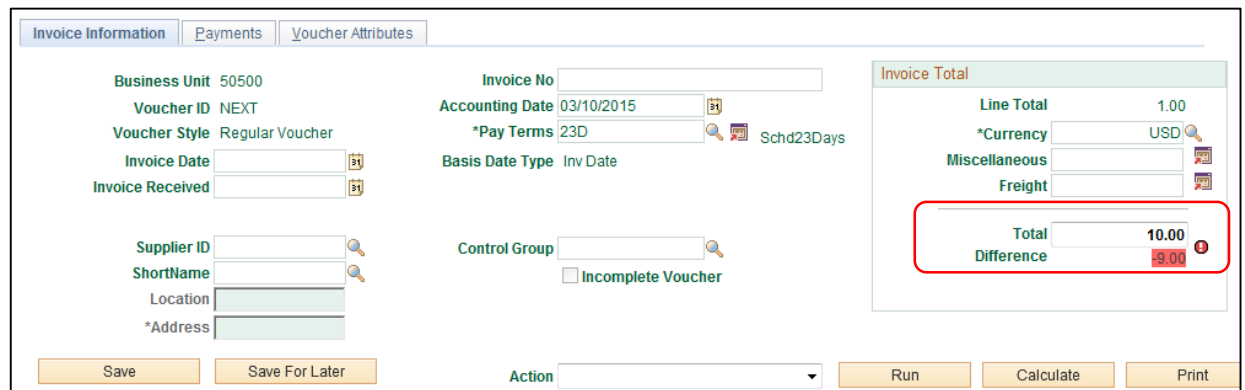
Figure 5: Invoice Lines and Distribution Lines Section

- When distributing by **Quantity**, the **Unit Price**, **Quantity** and **Unit of Measure (UOM)** must be entered for STAR to calculate the **Line Amount**.
- When distributing by **Amount**, the **Unit Price**, **Quantity**, and **UOM** are not required, but are available for informational purposes.
- Enter a **Description** of the goods or services purchased.
- The **Ship To** value will default to user's default definition. Update as needed.
- If SpeedCharts are configured, use the **Magnifying Glass** to look up and select the SpeedChart.
- Enter the distribution information in the **Distribution Lines** section. The **GL Unit** and **Amount** will default based on the data entered while adding the voucher. Click the **plus sign (+)** to add new lines to the distribution list. To copy ChartFields from the first line, click the Copy Down checkbox before hitting the **plus sign (+)**. After hitting the **plus sign (+)**, the user will be asked how many lines to insert.

Creating a Voucher without a Purchase Order (Cont.)

Lecture

After the user enters **Lines** and **Distribution Lines**, click **Save**. The system will automatically check to verify that the Voucher Header total matches the Line Total. In addition, the system also verifies ChartFields for valid values and combo editing. Any errors occurring at save time must be corrected for further processing. After a voucher is successfully saved, a voucher ID is auto assigned.



The screenshot displays the 'Invoice Information' tab of the STAR Project software. The form contains various input fields for invoice details. On the right, the 'Invoice Total' summary box shows a discrepancy. The 'Line Total' is 1.00, and the 'Total' is 10.00, resulting in a 'Difference' of -9.00, which is highlighted with a red border and a red error icon.

Invoice Total	
Line Total	1.00
*Currency	USD
Miscellaneous	
Freight	
Total	10.00
Difference	-9.00

Figure 6: Invoice Total Error

Note: Upon saving, the system checks that all required fields are populated, that the invoice is not a duplicate, and the ChartField string is valid.

Creating a Voucher without a Purchase Order (Cont.)

Lecture

Adding Attachments

Documents, such as receipts and invoices, can be attached to a voucher. However, PeopleSoft is not a document management system, so users must keep paper copies of invoices according to their agency's policy. The system displays the number of attachments attached to a voucher. If no attachments are attached, the system displays **Attachments (0)**. The steps below outline how to add attachments to a voucher:

4. If supporting documents need to be added to the voucher, click **Attachments** on the **Invoice Information** page.

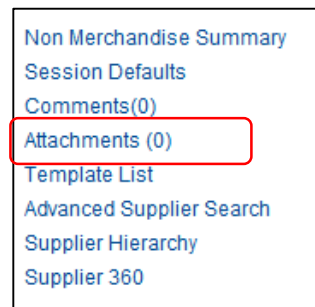


Figure 7: Attachments Link

5. On the **Voucher Header Attachment** window, the **Show to Approver** checkbox is selected. Do not uncheck. Click **Add Attachment**.



The screenshot shows the 'Voucher Header Attachment' window. At the top, it displays 'Business Unit 37000' and 'Voucher ID NEXT'. Below this is a 'Details' section with a table. The table has columns: File Name, Show to Approver?, Description, User, Name, and Date/Time Stamp. The 'Show to Approver?' checkbox is checked and highlighted with a red box. Below the table, there is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom, there are three buttons: 'Add Attachment' (highlighted with a red box), 'OK' (highlighted with a red box), 'Cancel', and 'Refresh'.

Figure 8: Voucher Header Attachment Window

Click **Browse** to search for each attachment. There is no limit to how many attachments can be uploaded, however, only four attachments can be uploaded at a time. Click **Upload** to upload the attachments. If necessary, add a **Description** of the attachment(s).

When all attachments are uploaded, click **OK** to return to the **Invoice Information** page. Notice the number of attachments is indicated in parentheses next to the **Attachments** link. For example, five separate attachments would look like Attachments (5).

Creating a Voucher without a Purchase Order (Cont.)

Lecture

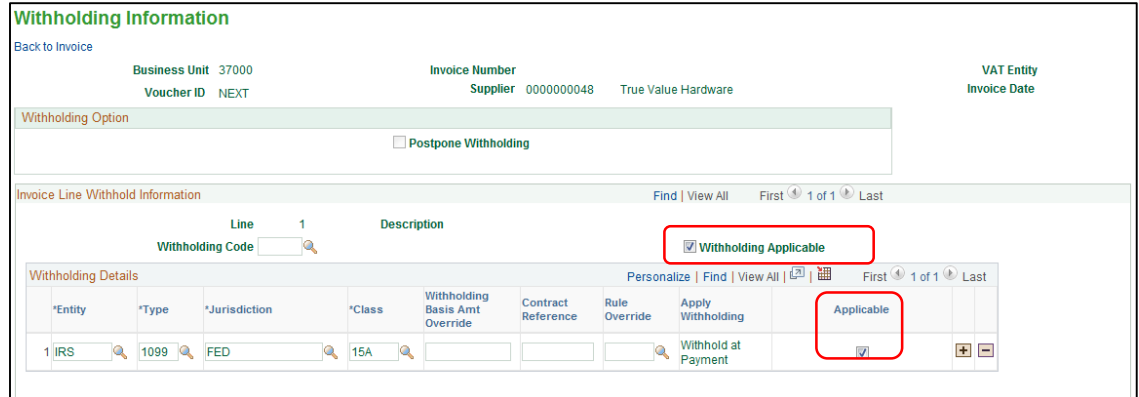
The Withholding Link

STAR will not be withholding payments. The term **Withholding** in PeopleSoft means that a supplier's payment is 1099 reportable. Payments to 1099 reportable suppliers will always be marked as reportable. To determine if a supplier is reportable, review the list of links on the right of the **Invoice Information** page. If the supplier is 1099 withholding, a **Withholding** link will appear.



Figure 9: Activated Withholding Link

- If the supplier is setup for 1099 withholding, click **Withholding**. Compare the distribution account code to the withholding **Class** used in **Withholding** to make sure they correspond.


 A screenshot of the 'Withholding Information' page in PeopleSoft. The page includes fields for Business Unit (37000), Invoice Number, Supplier (0000000048), and VAT Entity. Below these is a 'Withholding Option' section with a 'Postpone Withholding' checkbox. The main section is 'Invoice Line Withhold Information', showing Line 1 with a description. A 'Withholding Code' field is present. Below this is a 'Withholding Details' table with columns: *Entity, *Type, *Jurisdiction, *Class, Withholding Basis Amt Override, Contract Reference, Rule Override, Apply Withholding, and Applicable. The first row shows IRS, 1099, FED, 15A, and the 'Applicable' checkbox is checked. The 'Withholding Applicable' checkbox above the table is also checked.

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	15A				Withhold at Payment	<input checked="" type="checkbox"/>

Figure 10: Withholding Page

If the particular line is not withholding reportable, **deselect** both the **Withholding Applicable** and **Applicable** checkboxes. Click **Back to Invoice** to return to the **Invoice Information** page.

Creating a Voucher without a Purchase Order (Cont.)

Lecture

7. Move to the **Payment** tab. Review the Remit To **Address**. **Note:** this is what is printed on the check.

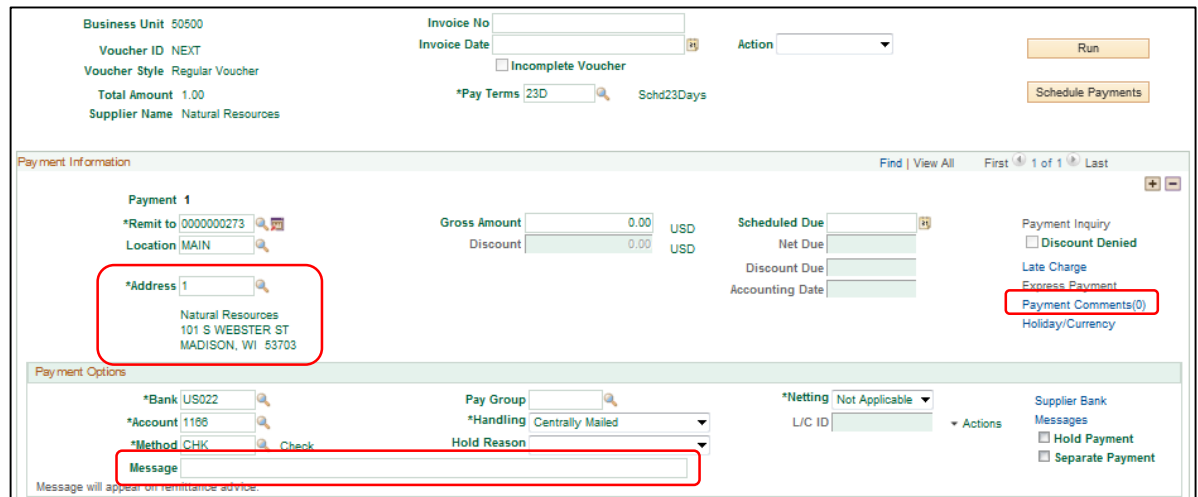


Figure 11: Payment Tab

Review the rest of the information in the **Payment Information** section. Schedule information is determined by **Invoice Date** and **Payment Terms**. Review the information in the **Payment Options** section. This information is defaulted from the supplier setup, but can be overridden at the voucher level on a case by case basis. Enter a message to appear on payment advice in the **Message** box.

Add internal comments regarding the payment by clicking **Payment Comments**. When all information is added, click **Save**.

Note: Notice the Voucher ID is now assigned a unique number.

There is a third tab, the **Voucher Attributes** tab, on the page. This page is Read-Only, and can be used to review additional voucher information.

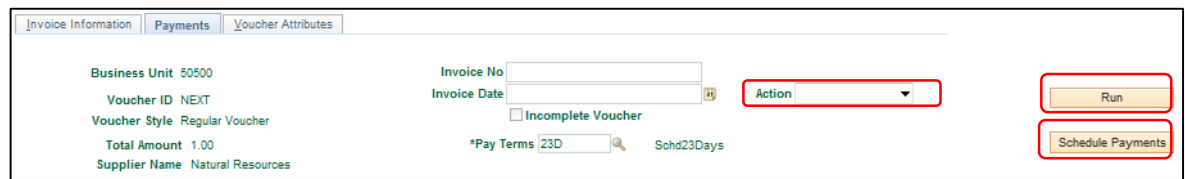
Creating a Voucher without a Purchase Order (Cont.)

Lecture

Budget Checking and Voucher Posting Processes

The Budget Check and Voucher Post processes run periodically throughout the day as batch processes. These processes will only run if the voucher is first saved. Generally, the Budget Check and Voucher Post processes do not need to be run after a non-purchase order voucher is created, as they will be picked up during batch processing. In a one-off situation, the Budget Check and Voucher Post processes can be run ad hoc. The steps below outline how to run the Budget Check and Voucher Post processes:

8. To Budget Check the voucher, select **Budget Checking** from the **Action** menu. Then click **Run**.



The screenshot shows the 'Invoice Information' tab of a voucher entry form. Fields include Business Unit (50500), Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (1.00), and Supplier Name (Natural Resources). Invoice No and Invoice Date fields are present, along with an 'Incomplete Voucher' checkbox. The 'Action' dropdown menu is open, showing 'Run' and 'Schedule Payments' options. The 'Run' option is highlighted with a red box.

Figure 12: Budget Checking Action

The ability to run the Budget Check process from the Voucher Page, as well as others, is granted by adding the required process groups to the user's User Preferences. When Budget Checking multiple vouchers, not only does the batch process typically take less time to complete per budget check, but it also frees the screen to perform other tasks while it is processing.

After the voucher goes through Budget Checking, it is eligible to be approved by the Accounts Payable Supervisor. Once it is approved by the Accounts Payable Supervisor, the voucher can be posted through the Voucher Post batch process, which is a nightly batch process. In urgent situations, the voucher can be posted manually from the **Action** dropdown.

9. After the Accounts Payable Supervisor approves the voucher, select **Voucher Post** under the **Action** dropdown on the **Invoice Information** page. Then, click **Run**.

Creating a Voucher without a Purchase Order (Cont.)

Lecture

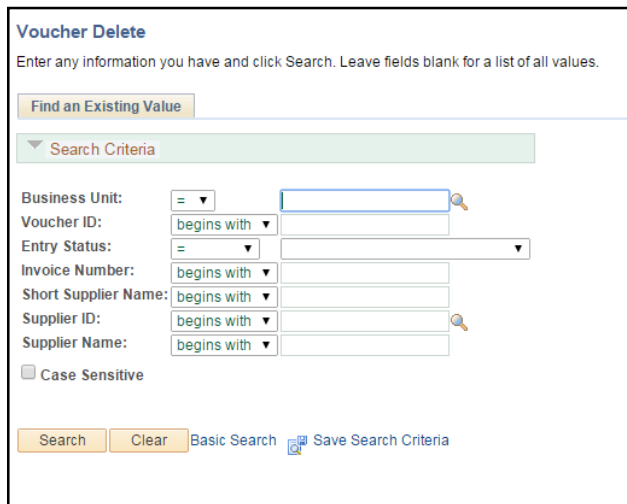
Deleting a Voucher

PeopleSoft enables users to delete vouchers. However, only vouchers that are eligible for deletion can be selected. A voucher cannot be deleted if it is any of the following:

- Posted
- Selected for payment
- Has any portion of the voucher be paid
- Has a **Matched** status
- Has a scheduled payment
- On hold for netting processing
- Undergoing processing in a workflow worklist
- Associated with a debit memo (unless all related vouchers are deleted first)

Once a voucher is deleted, the action cannot be undone, nor can the voucher be retrieved. Afterwards, the associated voucher number is ineligible for reuse. After deletion is confirmed, the Budget Processor is automatically notified, and the system proceeds to liquidate encumbrances, deleting the funding obligation and making more funding available. The steps below outline how to delete a voucher:

1. Navigation: **Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher**
2. On the **Voucher Delete** page, enter the **Business Unit**, **Voucher ID**, and any other desired search criteria fields to find the appropriate voucher to be deleted. Then click **Search**.



Voucher Delete
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit:	=	<input type="text"/>	
Voucher ID:	begins with	<input type="text"/>	
Entry Status:	=	<input type="text"/>	
Invoice Number:	begins with	<input type="text"/>	
Short Supplier Name:	begins with	<input type="text"/>	
Supplier ID:	begins with	<input type="text"/>	
Supplier Name:	begins with	<input type="text"/>	

☐ Case Sensitive

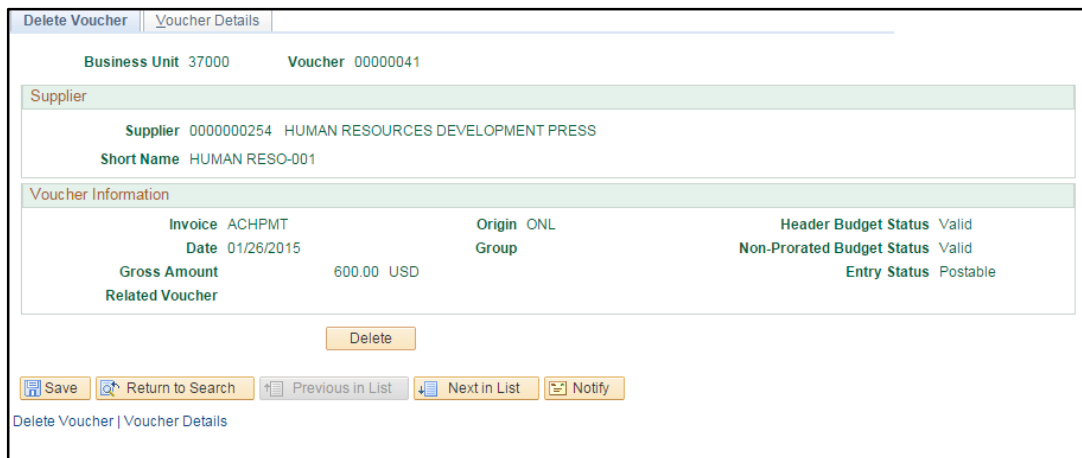
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Figure 13: Voucher Delete Search Criteria

Creating a Voucher without a Purchase Order (Cont.)

Lecture

- On the **Delete Voucher** tab, review the voucher information and verify the correct voucher is selected for deletion.



The screenshot shows the 'Delete Voucher' tab selected. The page displays the following information:

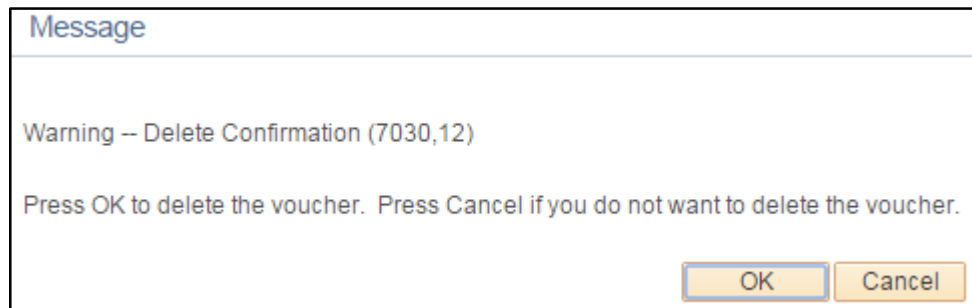
- Business Unit:** 37000
- Voucher:** 00000041
- Supplier:** 0000000254 HUMAN RESOURCES DEVELOPMENT PRESS
- Short Name:** HUMAN RESO-001
- Voucher Information:**
 - Invoice:** ACHPMT
 - Date:** 01/26/2015
 - Gross Amount:** 600.00 USD
 - Origin:** ONL
 - Group:**
 - Header Budget Status:** Valid
 - Non-Prorated Budget Status:** Valid
 - Entry Status:** Postable

At the bottom, there is a 'Delete' button and a row of navigation buttons: Save, Return to Search, Previous in List, Next in List, and Notify.

Figure 14: Delete Voucher Page

When the voucher is ready for deletion, click **Delete**.

- After **Delete** is selected, a warning message will open on the screen to ask for confirmation to delete the voucher. Click **OK** to delete the voucher. Click **Cancel** to cancel the transaction and not delete the voucher.



The screenshot shows a 'Message' dialog box with the following text:

Warning – Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

At the bottom right, there are two buttons: OK and Cancel.

Figure 15: Delete Voucher Warning Message

A voucher has been successfully deleted.

If the voucher was budget checked before it was deleted, the deletion step also deleted the budget checking that was associated with the voucher. The header budget status will change from **Valid** to **Not Chk'd**, and the accounting will not be affected.

Instructor Demonstration: Creating a Voucher without a Purchase Order

Scenario



You need to create a voucher that does not have a purchase order. First, create a regular voucher. Then, run the Budget Checking request process to ensure there is budget for the voucher. You then realize you made a duplicate voucher and want to delete it before it gets posted.

Instructions

Your instructor will perform the tasks necessary to create a voucher without a purchase order while you follow along.

Relevant

Resources

- Entering Regular Vouchers UPK
- Running the Budget Checking Request Process UPK
- Deleting a Voucher UPK

Instructor Demonstration: Creating a Voucher without a Purchase Order

Debrief



1. What type of payments are non-purchase order vouchers typically created for?

2. When would the Budget Check process need to be run manually?

3. Provide three examples of when a voucher cannot be deleted.

Training Exercise: Creating a Voucher without a Purchase Order

Scenario



You need to create a voucher for last month's phone bill. This bill does not have a purchase order. First, create a regular voucher and search for the phone bill receipt. When complete, click Save to send it off for approval.

Instructions

This activity is will be performed in groups; you must complete it on a classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Creating a Voucher without a Purchase Order Data Sheet
- Entering Regular Vouchers UPK
- Running the Budget Checking Request Process UPK

Training Exercise: Creating a Voucher without a Purchase Order

Debrief



1. When creating a voucher, how do you verify that the Voucher Header total matches the Line Total? If they do not match, what happens?

2. Once a voucher is saved and has gone through budget checking, who approves the voucher that will be posted?

Lesson Summary

Objectives Achieved



Now that you have completed the Creating a Voucher without a Purchase Order lesson, you should be able to:

- Create a non-purchase order voucher.
- Add attachments to a voucher.
- Identify when a supplier is withholding reportable.
- Budget check and post a voucher.
- Delete a voucher.

Creating a Voucher with a Purchase Order

Lecture

When an invoice is received and there is a purchase order associated with it, a purchase order (PO) voucher can be created in STAR. The **Entering a PO Voucher** business process allows staff to use supplier invoices to enter a voucher payment associated with a purchase order. In addition, workflow approval functionality will be implemented to accommodate approvals of purchase order vouchers.

Throughout this lesson, the following topics will be covered:

- Creating a New regular voucher
- Copying from a source document
- Adding Attachments
- Withholding Link
- Invoice Line and Distribution Lines
- Voucher Balancing
- Voucher Validation

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Creating a New Regular Voucher

The following steps outline how to create a new regular voucher:

1. Navigation: **Main Menu > Accounts Payable > Voucher > Add/Update > Regular Entry**
2. On the **Voucher** page, there are three tabs: Find an Existing Value, Keyword Search and Add a New Value.

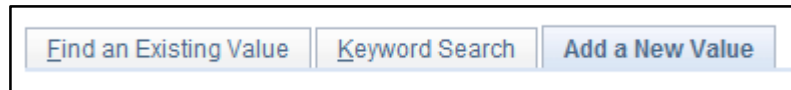


Figure 16: Voucher Page Tabs

If a voucher is getting edited and the processor knows the Business Unit, Voucher ID, or other information, enter the Search Criteria under the **Find an Existing Value** tab and click **Search**.

If the processor knows a Keyword associated with an already created voucher, enter the Keywords under the **Keyword Search** tab and click **Search**.

If a new voucher is being added, move to the **Add a New Value tab**. The Business Unit, Voucher ID, and Voucher Style fields default. If necessary, the Business Unit may be changed. Enter the Supplier ID, Supplier Name, or Short Supplier Name, the Invoice Number and Invoice Date. Ensure the Voucher Style is **Regular Voucher**. Click **Add**.

3. On the next page, the **Invoice Information** tab will display. There are three sections on this page:
 - Copy from a Source Document
 - Invoice Lines
 - Distribution Lines

Note: The supplier information, **Invoice Number**, and **Invoice Date** fields are populated with the information added on the previous page.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Copying from a Source Document

Use the **Copy from a Source Document** section to copy information from a previous source. Purchase order vouchers are copied from the original purchase order or receiving data and are used as the source documents. To copy over purchase order information from a source document, there are two options:

- Enter the **PO Unit** and **PO Number** and clicking **Copy PO**
- Selecting the copy **Copy From** dropdown option and clicking **Go** to input information into the **Copy Worksheet**.

The image below (*Figure 17: Copy from a Source Document*) displays the two copy options.

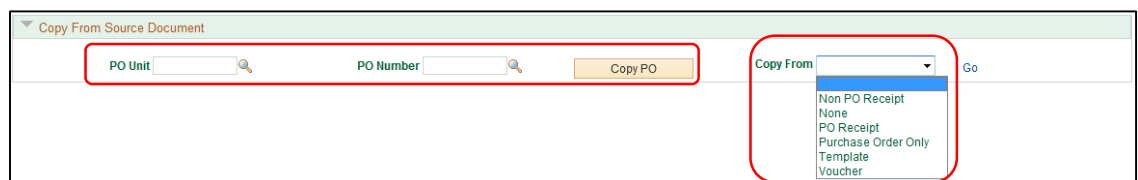


Figure 17: Copy from a Source Document

- 4a. To use the **Copy PO** option, enter the **PO Unit** and **PO Number** values, and click **Copy PO**. This option is faster than the **Copy From** option.
- 4b. To use the **Copy From** option, choose which copy option to use from the **Copy From** dropdown. The dropdown values are as follows:
 - Non PO Receipt
 - None
 - PO Receipt
 - Purchase Order Only
 - Template
 - Voucher

Note: to create a purchase order voucher, select either **Purchase Order Only** or **PO Receipt**.

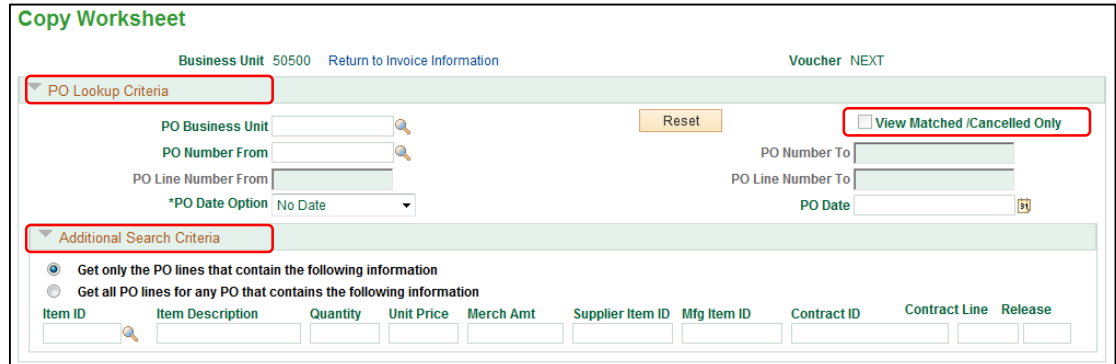
5. Once the **Copy From** option is selected, click **Go** to enter copy from criteria.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Copying from a Source Document – Purchase Order Only

- If the **Purchase Order Only** option is selected, the **Copy Worksheet** displays the PO Lookup Criteria.



Copy Worksheet

Business Unit 50500 [Return to Invoice Information](#) Voucher NEXT

PO Lookup Criteria

PO Business Unit

PO Number From

PO Line Number From

PO Number To

PO Line Number To

*PO Date Option No Date

Additional Search Criteria

☒ Get only the PO lines that contain the following information
☐ Get all PO lines for any PO that contains the following information

Item ID	Item Description	Quantity	Unit Price	Merch Amt	Supplier Item ID	Mfg Item ID	Contract ID	Contract Line	Release
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 18: Purchase Order Only Copy Worksheet

- Enter the PO Business Unit.
- Enter a PO number in the **PO Number From** field to search for an individual purchase order. To search for a range of purchase orders, enter PO numbers in both the **PO Number From** and **PO Number To** fields.
- Enter a PO line number in the **PO Line Number From** field for an individual purchase order line. To search for a range of purchase order lines, enter PO line numbers in both the **PO Line Number From** and **PO Line Number To** fields. A PO number must be entered.
Note: these fields are not available if a range of PO numbers is selected.
- Enter the **PO Date Option** field in conjunction with the **PO Date** field to limit the search to purchase orders that fall within a selected date range.

Note: the **View Matched/Cancelled Only** checkbox is not available to Accounts Payable users. If a matched or cancelled purchase order is entered in the **PO Number** field, a message displays that there is no matching value.

- Click to expand the **Additional Search Criteria** section. Here, specify additional search criteria with purchase order lookup criteria. Click **Search** to populate the **Select PO Lines** section with purchase orders that match the search criteria.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

8. The **Select PO Lines** section displays the purchase order(s) that met the search criteria.

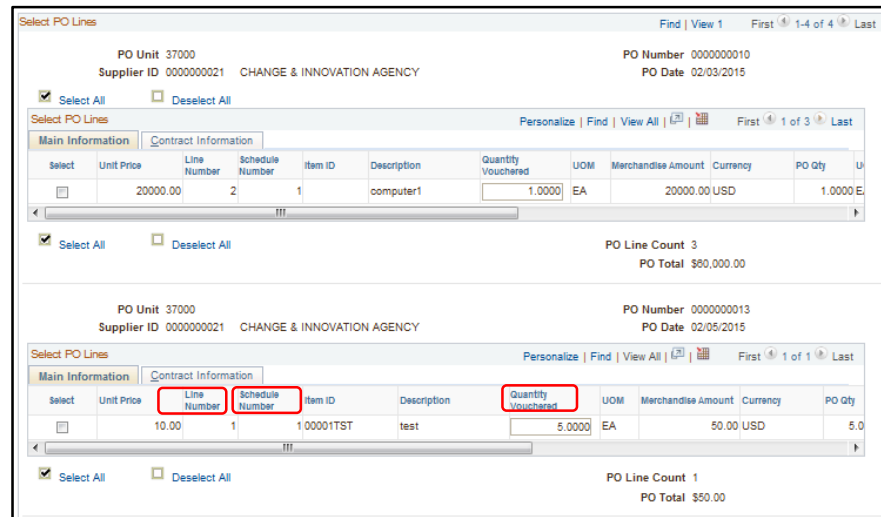


Figure 19: PO Lines Search Results

- The **Line Number** and **Schedule Number** columns show the purchase order line and schedule number available for selection. Only the lines that are not Fully Matched or do not have the **Commitment Close Flag** checkbox on for all distribution lines will copy onto the voucher. If a line is Fully Matched it will not be available for selection.
- The **Quantity Vouchered** column displays the line item quantity available for vouchering.
 - The quantity can be decreased to match a lesser invoice quantity.
 - Do not enter a zero amount quantity. This adversely affects the matching tables.
- The **Unit Price** column displays the supplier item price when the purchase order line is not designated as amount-only.
- The **Merchandise Amt** column displays the amount of merchandise available for vouchering.
- There are two checkboxes in this section: **Amount Only** and **Receiving Required**. These will be checked if they were originally checked during voucher creation.

Check the checkbox next to the individual purchase order line, or lines, to copy into the voucher. Click **Select All** to select all of the lines for a single purchase order. Click **Clear All** to deselect all the lines for a single purchase order.

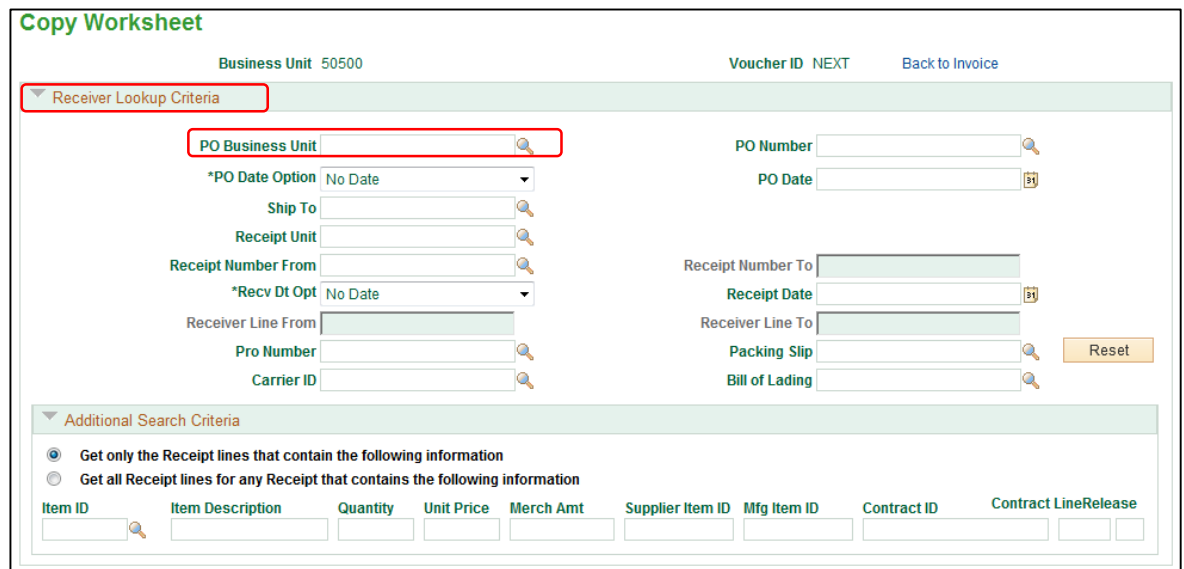
9. When all pertinent purchase order lines have been selected, click **Copy Selected Lines** to create the voucher.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Copying from a Source Document – PO Receipt

10. If the **PO Receipt** option is selected under the Worksheet Copy Option dropdown, the Copy Worksheet displays Receiver Lookup Criteria page.



Copy Worksheet

Business Unit 50500 Voucher ID NEXT Back to Invoice

Receiver Lookup Criteria

PO Business Unit PO Number

*PO Date Option No Date PO Date

Ship To

Receipt Unit

Receipt Number From

*Recv Dt Opt No Date

Receiver Line From

Pro Number

Carrier ID

Receipt Number To

Receipt Date

Receiver Line To

Packing Slip

Bill of Lading

Reset

Additional Search Criteria

☒ Get only the Receipt lines that contain the following information
☐ Get all Receipt lines for any Receipt that contains the following information

Item ID	Item Description	Quantity	Unit Price	Merch Amt	Supplier Item ID	Mfg Item ID	Contract ID	Contract LineRelease

Figure 20: PO Receipt Copy Worksheet

- Enter the **PO Business Unit**. **Note:** This is the only required field on the page.
- While not required, enter a **PO Number** to further narrow the search results. The purchasing business unit must also be entered.
- Additional search criteria can be entered on this page to narrow the search even further. This information is optional and includes:
 - The **PO Date Option** field in conjunction with the **PO Date** field
 - The **Receipt Unit**
 - The **Receipt Number From** and **Receipt Number To** fields
 - The **Receiver Line From** and **Line** fields. **Note:** these fields are not available if a range of receipt numbers is selected.
 - The **Receipt Date Option** in conjunction with the **Receipt Date** field
 - The **Ship To**, **Packing Slip**, **Bill of Lading** and **Carrier ID** fields

Creating a Voucher with a Purchase Order (Cont.)

Lecture

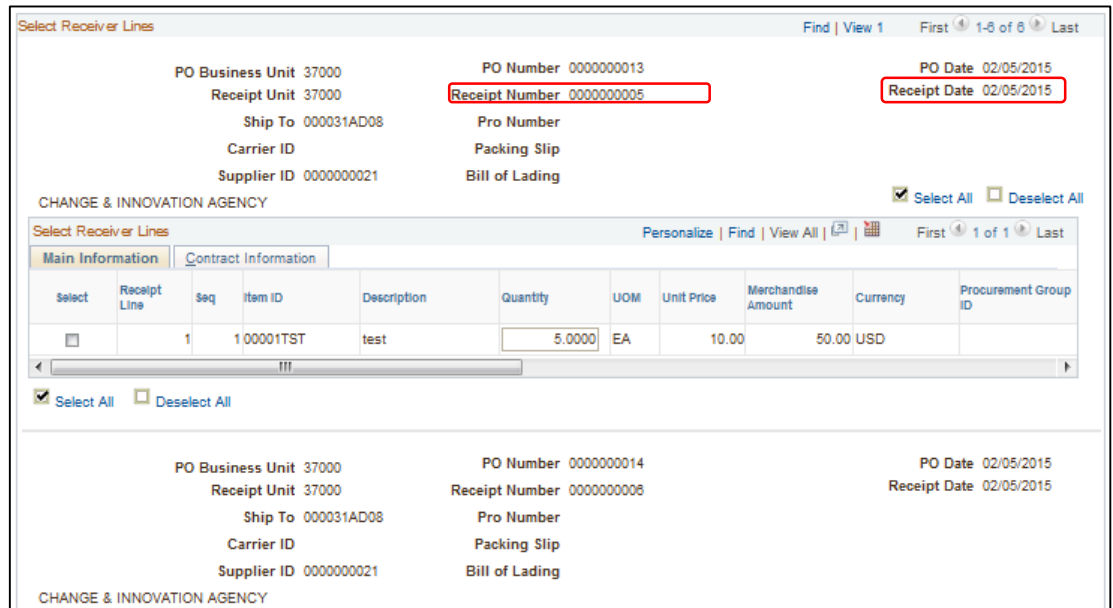
11. Expand the **Additional Search Criteria** section. Specify additional criteria with receiver lookup criteria or with only the **Receipt Unit** defined. Any information defined in this groupbox overrides the values specified in the **Receiver Lookup Criteria** groupbox.

Click **Search** to populate the **Select Receiver Lines** area with the receiver lines that match the search criteria.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

12. The **Select Receiver Lines** section displays the purchase order(s) and receipt(s) that met the search criteria.



The screenshot displays the 'Select Receiver Lines' window. At the top, it shows search criteria: PO Business Unit 37000, PO Number 000000013, PO Date 02/05/2015, Receipt Unit 37000, Receipt Number 000000005 (highlighted with a red box), Receipt Date 02/05/2015 (highlighted with a red box), Ship To 000031AD08, Pro Number, Carrier ID, Packing Slip, Supplier ID 0000000021, and Bill of Lading. Below this, there are tabs for 'Main Information' and 'Contract Information'. The 'Main Information' tab is active, showing a table with columns: Select, Receipt Line, Seq, Item ID, Description, Quantity, UOM, Unit Price, Merchandise Amount, Currency, and Procurement Group ID. The table contains one row with the following data: Select (checkbox), Receipt Line (1), Seq (1), Item ID (100001TST), Description (test), Quantity (5.0000), UOM (EA), Unit Price (10.00), Merchandise Amount (50.00), Currency (USD), and Procurement Group ID. Below the table, there are checkboxes for 'Select All' and 'Deselect All'. At the bottom, there is a summary section showing PO Business Unit 37000, PO Number 000000014, PO Date 02/05/2015, Receipt Unit 37000, Receipt Number 000000006, Receipt Date 02/05/2015, Ship To 000031AD08, Pro Number, Carrier ID, Packing Slip, Supplier ID 0000000021, and Bill of Lading.

Figure 21: Received Lines Search Results

- The **Receipt No** is a ten digit receipt number assign to receipts. By default, the first available Receipt No displays. Click **View All** in the **Select Receiver Lines** header to verify if there are multiple receipts and to navigate the receipts.
- The **Recv Date** displays when the items were received.
- The **Receipt Line** displays the number of receipt numbers available for selection.
- **Quantity** displays the unmatched quantity on the receiver line. This field can be modified if the purchase order line is not designated as Amount Only.
 - Decrease the quantity to match a lesser invoice quantity.
 - Do not increase the quantity for more than the amount received.
- The **Unit Price** should be the supplier item price when the purchase order line is not designated as Amount Only.
- **Merchandise Amt** displays the merchandise amount on the receiver.
 - This field can be modified if the purchase order line is designated as Amount Only. The amount entered populates the Unit Price and Extended Amount on the voucher lines.
- The Line and **Sched Num** columns display the purchase order line and schedule number associated with the receipt line.
- The **Recv Line Status** displays the status. This includes: Received, Open, Hold, Closed and Canceled.
- There is one checkbox in this section: **Amount Only**. This will be checked if it was originally checked during voucher creation.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Check the **checkbox** next to an individual receipt line to copy into the voucher. Click **Select All** to select all of the lines for a single receipt. Click **Clear All** to deselect all the lines for a single receipt.

13. Click **Copy Selected Lines** to create the voucher after the pertinent receipt lines have been selected.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

The **Invoice Information** tab displays after lines have been copied onto the voucher using the **Copy Selected Lines** button on the previous page.

14. Move to the **Invoice Information** tab.

- The **Supplier, Name, Location** and **Address** all copy over from the copy source. These values must match the purchase order when the matching process is run.
- Enter the **Invoice Number** from the supplier's invoice. STAR edits for duplicate invoice numbers based on invoice number and supplier ID. A voucher with a duplicate invoice number can be saved in a recycled state, but will not continue to process until resolved.
- Enter the **Invoice Date** on the supplier's invoice. The scheduled pay day uses the Invoice date and the payment terms selected.
- The **Pay Terms** copy over from the purchase order or receipt and should not be changed. It defaults to **23 Days** if there are no payment terms on the purchase order.
- Enter the invoice amount in the **Total Dollar Amount** after the purchase order or receipt is copied. When this field is populated, the Total and Gross Amount on the **Payments** page will populate with the same amounts.
- Click on **Comments** to enter notes about the invoice. They are meant for reference only and up to 254 characters can be entered.
- The **Withholding** link activates if the voucher is associated with a supplier setup for 1099 withholding in the supplier file.

Enter the pertinent information in the **Invoice Information** fields.

Note: whenever a 1099 supplier is populated on a voucher, the **Withholding** link activates in the **Invoice Information** page. If there are no changes to the supplier's 1099 status, continue through the remaining procedure and the supplier's 1099 rules will be applied. If a change to withholding rules is required for a voucher, click the **Withholding** link.

Invoice and distribution lines will default onto the Invoice Information tab for each purchase order or receipt line copied to the voucher. Changes to the line(s) may be necessary if the invoice differs from the purchase order or receiver.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Adding Attachments

15. If supporting documents need to be added to the voucher, click **Attachments** on the **Invoice Information** page.



Figure 22: Attachments Link

16. On the **Voucher Header Attachment** window, the **Show to Approver** checkbox is selected. Do not uncheck. Click **Add Attachment**.



Voucher Header Attachment

Business Unit 37000 Voucher ID NEXT

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel Refresh

Figure 23: Voucher Header Attachment Window

Click **Browse** to search for each attachment. There is no limit to how many attachments can be uploaded, however, only four attachments can be uploaded at a time. Click **Upload** to upload the attachments. If necessary, add a **Description** of the attachment(s) .

When all attachments are uploaded, click **OK** to return to the **Invoice Information** page. Notice the number of attachments is indicated in parentheses next to the **Attachments** link.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Withholding Link

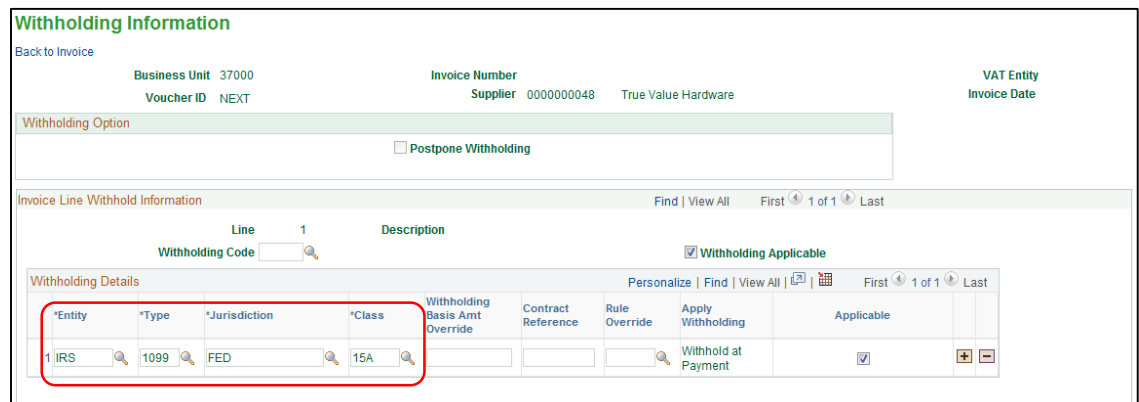
The **Withholding** link activates whenever a 1099 supplier is populated on a voucher.



Figure 24: Activated Withholding Link

If the **Withholding** link is activated and the supplier information needs to be populated, complete the following:

- Click on the **Withholding** link to open the **Withholding Information** page.



The screenshot shows the 'Withholding Information' page. At the top, there's a 'Back to Invoice' link. Below it, fields for 'Business Unit' (37000), 'Voucher ID' (NEXT), 'Invoice Number' (0000000048), 'Supplier' (True Value Hardware), and 'VAT Entity' (Invoice Date) are visible. A 'Withholding Option' section contains a 'Postpone Withholding' checkbox. The main section is 'Invoice Line Withhold Information', showing 'Line 1' with a 'Description' field. Below this is a 'Withholding Details' table with columns: *Entity, *Type, *Jurisdiction, *Class, Withholding Basis Amt Override, Contract Reference, Rule Override, Apply Withholding, and Applicable. The first row shows: 1, IRS, 1099, FED, 15A, and 'Withhold at Payment' is checked. A 'Withholding Code' search field is also present. The 'Withholding Applicable' checkbox is checked.

Figure 25: Withholding Information Page

- On the **Withholding Information** page, the default 1099 rules for the supplier are populated for the **Entity, Type, Jurisdiction** and **Class**.
- The **Withholding Applicable** checkbox appears for each invoice line. Select **View All** to access multiple voucher lines. If the voucher is not 1099 applicable, uncheck the **Withholding Applicable** checkbox.
- If the code or class of the supplier needs to be changed from the default information, use the **Withholding Code** to search for the correct information.

If the supplier is set up for 1099 withholding but the location selected does not have the withholding details entered for the file, an error message will appear.

Click **OK** to change all voucher lines to non-withholding and save the voucher. Click **Cancel** to go back and enter the correct withholding information.

Return to the **Invoice Information** page to continue processing the voucher.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Invoice Lines and Distribution Lines

Invoice and distribution lines will default onto the **Invoice Information** page for each purchase order or receipt line copied to the voucher. Changes to the line(s) may be necessary if the invoice differs from the purchase order or receipt.

18. Review the **Invoice Lines** section on the **Invoice Information** tab.

- The **Dist. By** field defaults to the value on the purchase order, and determines if the voucher is distributed by quantity or amount.
- If **SpeedCharts** are configured, assign a SpeedChart to complete multiple fields.
- The voucher lines are numbered in sequential order and do not always correspond with the purchase order line number copied. This is reflected in the **Line** column.
- The **Description** field is a description of the voucher.
- Ensure the **Item, Description, Quantity, Unit of Measure (UOM), Unit Price** and **Extended Amount** fields all have accurate invoice line data.

One line on a voucher may have one or more distribution lines so long as the quantity and amount being distributed adds up to the quantity or amount on the voucher line. Values under the **Distribution Line** section copy over from the purchase order. However, they may be modified.

19. Under the **Distribution Lines** section of the **Invoice Information** tab, the fields copy over from the purchase order or receipt. Review the following fields:

- The **Amount** field populates an amount if the Amount distribution method was identified on the purchase order distribution.
- The **Quantity** field populates in the quantity field when the purchase order is distributed by quantity.
- The **Budget Date** defaults with the date the voucher is created. Do not change the budget date.
- Review the **Account, Fund, Appropriation, Class, Department, Program, Budget Reference** and **Project** being charged.
Note: changes to these fields should not be done. If changes are necessary, the accounting is automatically adjusted accordingly. For example, the encumbrance from the original PO accounting string is liquidated and the expenditure is applied to the new accounting string.
- Use the **plus sign (+)** or **minus sign (-)** to add or delete voucher distribution lines.

Note: multiple purchase order or receipt lines may be copied onto a single voucher as long as they have the same **Supplier ID, Location** and **Address**.

When all invoice line and distribution line information has been validated, continue on to balance the voucher.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Voucher Balancing

The voucher component has various functional that enable the user to view and correct balance discrepancies. These include:

- Displays of totals for separate voucher regions, enabling quick view of the unbalanced area.
- The **Calculate** button enables on-demand balance calculations.
- The out-of-balance information is highlighted in red.

When the voucher is out-of balance, it is most likely due to:

- The header being out of balance with the distribution lines.
- The distribution lines being out of balance with the invoice line.
- The voucher has distribution lines and invoice lines in balance, but has multiple lines out of balance to the header.

20. Click **Calculate** after confirming the invoice information, invoice line and distribution lines are correct.

- At the header level, it balances the header amount against the voucher line amounts.
- At the line level, it balances voucher line amounts against distribution line amounts.
- In the **Invoice Total** box, the **Difference** will equal 0.00 if in balance. If not, a separate **Difference** box will highlight the out-of-balance amount in red.

Difference	
Line Amount	1750.00
Distributed	1550.00
Difference	-200.00

Figure 26: Difference Error Box

Note: When the voucher is in balance, the system displays an amount of 0.00 in the **Difference** field located at the header level.

21. Click **Save** to save the voucher.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Voucher Validation

STAR will perform validation checks to ensure the fields are completed. Below is a list of validations that occurs:

- Duplicate invoice checking
- Verifying the existence of a supplier ID
- Verifying the existence of an invoice date and invoice ID
- Validating accounting distribution field values and combinations
- Balancing header amount against lines amounts
- Balancing voucher line amounts against distribution line amounts

If the voucher passes validation, a voucher number is assigned in numeric sequence. Some errors prompt a warning message but allow the voucher to be saved in recycle status. A voucher ID is assigned but a **Review Errors** icon displays to indicate it is in recycle status. If there is a **Review Errors** icon, click on it to view the description of the voucher error.

Note: Vouchers in recycle status are held from further processing until the voucher is corrected.

Creating a Voucher with a Purchase Order (Cont.)

Lecture On the **Payments** tab, remit supplier, bank and payment scheduling information is recorded. This page is only updated during voucher creation if one of the following conditions exist:

- The voucher has multiple payees
- The voucher requires a partial payment

If none of the above conditions apply, this step is only for reference.

STAR assumes that only one payment is going to be created. If multiple payees or payments exist for a voucher, a new row will have to be added to the panel for each payment.

22. Review the information under the **Payment Information** section.

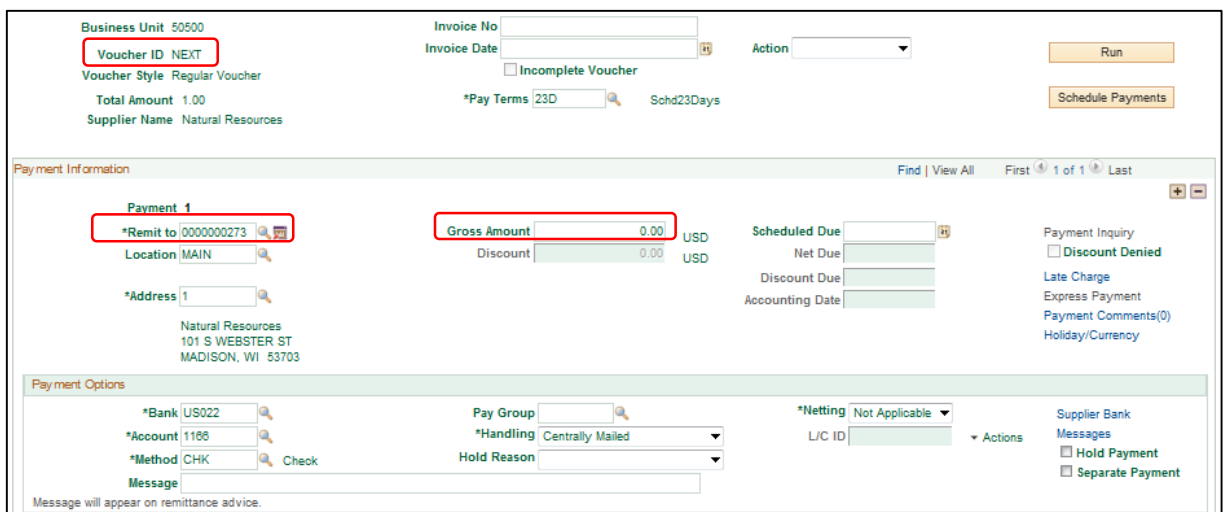


Figure 27: Payment Information Section

The supplier ID and address copied from the purchase order or receiver defaults onto the **Payments** tab.

- The **Remit To** field displays the supplier ID of the remit to supplier for the payment. STAR enables the default choices to be overridden for remit to supplier, location, and address.
- The invoice total populates the **Total** and **Gross Amount** when the voucher is saved. If the total on the **Invoice Information** tab is changed after the voucher is saved, change the **Gross Amount** on the **Payments** tab. The voucher cannot be saved until the **Gross Amount** equals the **Total Amount**.
- Use the **plus sign (+)** or **minus sign (-)** to add or delete payees.
Note: a new row is required for each payee or for each payment if partial payments are made. The sum of the **Gross Payments** for each payee must equal the **Total**.
- The **Scheduled Due** date calculates from the **Pay** terms and determines when to pay the scheduled payment. If partial payments are made, ensure the **Scheduled Due** dates are correct.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

23. Under the **Payment Options** section, the **Bank, Account, Method, Handling** and **Netting** fields are required. Ensure the appropriate information is entered in these fields. The values can be overridden.
- Use the **Handling** field to select a payment handling code. STAR has three handling codes: Centrally Mailed, Return Back to Agency and Return Back to State Controller's Office. Centrally Mailed is the default value.
 - If a payment needs to be placed on hold, select a **Hold Reason**.
Note: The hold payment does not exclude the voucher from budget checking and reducing the allotment and cash budgets.
 - Enter a payment **Message** of up to 70 characters to print on the remittance advice.
Note: this field is grayed out after the warrant is created.
24. Under the **Schedule Payment** section, the value defaults to Schedule Payment. Do not change this value.

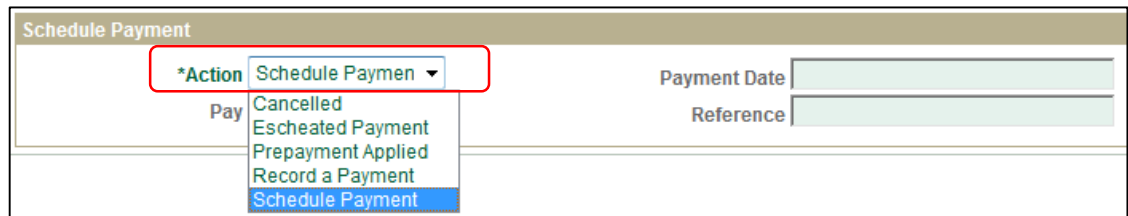


Figure 28: Schedule Payment Options

25. When all information under the **Payments** tab is entered and correct, click **Save**. The voucher has now been created.

Note: There is a third tab, the **Voucher Attributes** tab, on the page. This page is Read-Only, and can be used to review additional voucher information.

At the top of the **Invoice Information** page, the **Voucher ID** changes from NEXT to a number generated by PeopleSoft. Three new tabs also appear after saving: **Summary**, **Related Documents** and **Error Summary**.

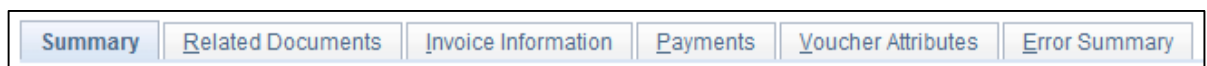
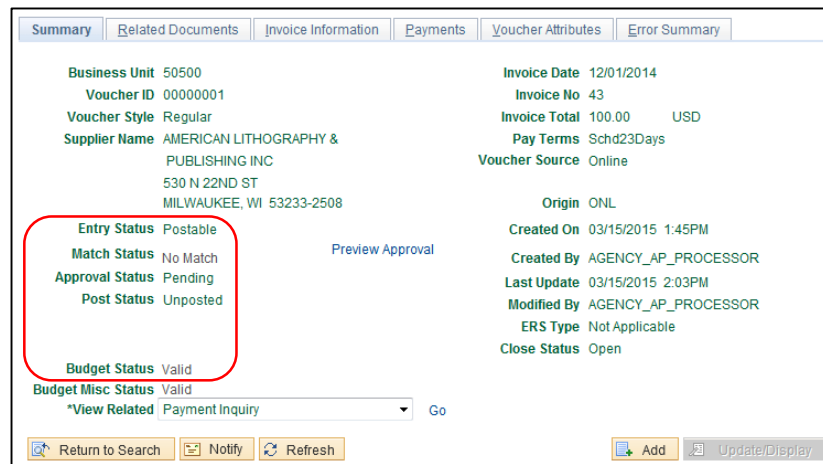


Figure 29: Three New Tabs

Creating a Voucher with a Purchase Order (Cont.)

Lecture

Use the **Summary** tab to view important voucher information, summarized from the three primary tabs, such as voucher header information, various statuses, and payment terms.



Summary		Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	50500	Invoice Date	12/01/2014			
Voucher ID	00000001	Invoice No	43			
Voucher Style	Regular	Invoice Total	100.00	USD		
Supplier Name	AMERICAN LITHOGRAPHY & PUBLISHING INC 530 N 22ND ST MILWAUKEE, WI 53233-2508	Pay Terms	Schd23Days			
		Voucher Source	Online			
		Origin	ONL			
Entry Status	Postable	Created On	03/15/2015 1:45PM			
Match Status	No Match	Created By	AGENCY_AP_PROCESSOR			
Approval Status	Pending	Last Update	03/15/2015 2:03PM			
Post Status	Unposted	Modified By	AGENCY_AP_PROCESSOR			
		ERS Type	Not Applicable			
Budget Status	Valid	Close Status	Open			
Budget Misc Status	Valid					
*View Related	Payment Inquiry					

Return to Search Notify Refresh Add Update/Display

Figure 30: Summary Tab Information

The **Entry Status** displays the phase of the voucher's processing. The values include:

- Recycled: status of vouchers flagged with errors.
- Approved: status of vouchers that have been approved.
- Open: status of vouchers still undergoing processing.
- Postable: status of error-free vouchers.

The **Post Status** displays the voucher posting status. The values are:

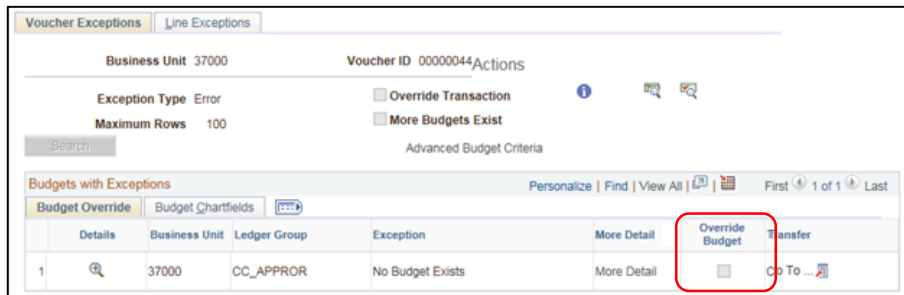
- Posted: the voucher posting process has run successfully.
- Unposted: the voucher posting process has not been run.

Creating a Voucher with a Purchase Order (Cont.)

Lecture

The **Budget Status** displays the budget checking status of the voucher total amount. Values include:

- Error: If errors exist, the **Budget Check Exception** link appears. Click **Budget Check Exception** to access the exception pages and review the errors. Do not use the **Override Budget** checkbox.
- Not Chk'd (not budget checked): status of vouchers that have not been budget-checked.
- Valid: status of vouchers that have passed budget-checking validation.



The screenshot displays the 'Budget Check Exception Page' interface. At the top, there are tabs for 'Voucher Exceptions' and 'Line Exceptions'. Below these, the 'Business Unit' is set to 37000 and the 'Voucher ID' is 00000044. The 'Exception Type' is 'Error' and the 'Maximum Rows' is 100. There are checkboxes for 'Override Transaction' and 'More Budgets Exist'. A search bar is present. Below the search bar, there is a section titled 'Budgets with Exceptions' with a table. The table has columns: 'Details', 'Business Unit', 'Ledger Group', 'Exception', 'More Detail', 'Override Budget', and 'Transfer'. The first row shows a budget exception for Business Unit 37000, Ledger Group CC_APPROR, with the exception 'No Budget Exists'. The 'Override Budget' checkbox for this row is highlighted with a red box.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	37000	CC_APPROR	No Budget Exists	More Detail	<input type="checkbox"/>	Co To ...

Figure 31: Budget Check Exception Page

Creating a Voucher with a Purchase Order (Cont.)

Lecture

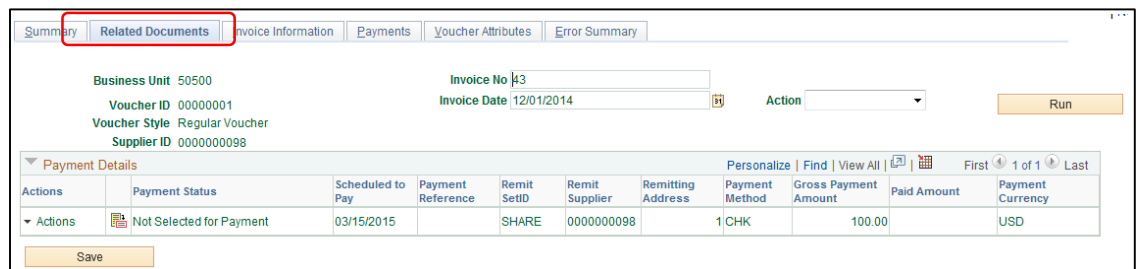
The **Match Status** displays the match status of the voucher. The values are:

- Exception: initial status of voucher that fails the Matching process.
- Manually Overridden: indicates that match exception has been overridden.
- Manually Set to Credit Note: status of voucher that has been matched with a credit memo adjustment voucher.
- Matched: status of successfully matched vouchers.
- Matched – Dispute: status of vouchers on the **Match Exception Workbench Details** page. No further match processing is done on these vouchers until the match status has been changed.
- No Match: Indicates that all voucher lines are flagged as *Do Not Match*.
- To Be Matched: indicates that vouchers have not gone through the matching process or were unmatched.

Note: If match exceptions exist, click **Exceptions** to access the **Match Exception Workbench Details** page.

The **Approval Status** displays the approval status of the voucher. These values are Pending Approval, Approved, and Denied.

The **Related Documents** tab displays related payment, purchase order, receiver, and adjustment information. On this tab, STAR displays the purchase order information that was copied from the purchase order or receipt.



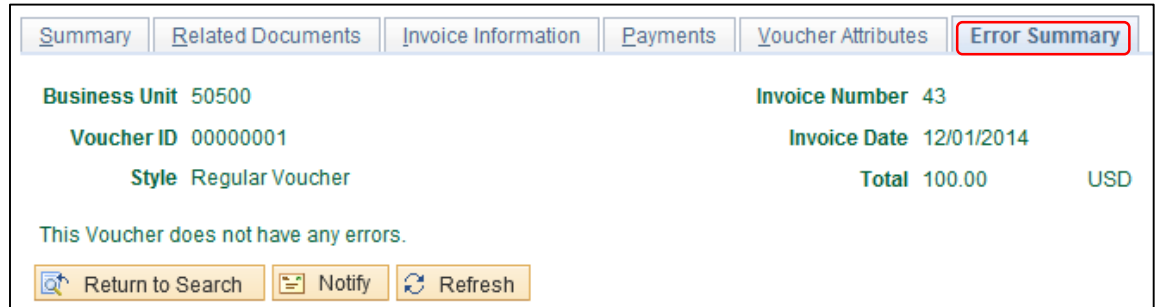
Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions	Not Selected for Payment	03/15/2015		SHARE	0000000098		1 CHK	100.00		USD

Figure 32: Related Documents Page

Creating a Voucher with a Purchase Order (Cont.)

Lecture

The **Error Summary** tab is used to view Voucher Build processing errors, matching errors, duplicate invoices, and out-of-balance/combination edit errors on the voucher. Five scroll areas can appear on this page: Header Errors, Miscellaneous Charge Errors, Invoice Line Errors, Distribution Line Errors, and Scheduled Payment Errors.



Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 50500		Invoice Number 43			
Voucher ID 00000001		Invoice Date 12/01/2014			
Style Regular Voucher		Total 100.00 USD			
This Voucher does not have any errors.					
Return to Search Notify Refresh					

Figure 33: Error Summary Page

Instructor Demonstration: Creating a Voucher with a Purchase Order

Scenario



You need to create a voucher that has a purchase order. Once saved and created, you want to view that voucher status summary.

Instructions

Your instructor will perform the tasks necessary to create a regular voucher and view the voucher status summary while you follow along.

Relevant

Resources

- Entering Regular Vouchers UPK
- Viewing Voucher Status Summary UPK

Instructor Demonstration: Creating a Voucher with a Purchase Order

Debrief



1. What are the two distribution methods when creating a voucher?

2. List the five fields that are required when entering Payment Options.

Training Exercise: Creating a Voucher with a Purchase Order

Scenario



You need to create a voucher for the purchase of computers. Create a regular voucher and add the purchase order information. When complete, click Save to generate the voucher.

Instructions

This activity is will be performed individually; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Creating a Voucher with a Purchase Order Data Sheet
- Entering Regular Vouchers UPK
- Viewing Voucher Status Summary UPK

Training Exercise: Creating a Voucher with a Purchase Order

Debrief



1. After a voucher is saved, what three pages become available for viewing?

2. Describe the process of what happens if the **Budget Check** status is **Error**.

Lesson Summary

Objectives Achieved



Now that you have completed the Creating a Voucher with a Purchase Order lesson, you should be able to:

- Create a new regular voucher.
- Copy lines from a source document.
- Add attachments to a voucher.
- Use the Withholding link.
- Identify ChartField information for invoice lines and distribution lines.
- Balance a voucher.
- Validate a voucher.

Matching Vouchers

Lecture

By running the Matching process to compare vouchers with purchase orders and receiving documents, the Agency Accounts Payable Processor ensures that only the goods and services ordered and received are paid for. STAR automatically performs Matching three times a day, and the process can be run on an ad hoc basis if necessary.

Vouchers with Matching Exceptions are flagged with an exception status, and each match rule exception status for the voucher is logged in a voucher match exception log table that can be viewed on the **Match Workbench** page.

Once the matching process is run and the voucher successfully matched, the voucher match status is *Matched*. If the matching process is not successful, the match status will be *Rejected*. When a voucher match status is *Rejected*, the voucher is not available for payment. If a voucher match status is *Rejected*, it can be manually overridden and the voucher will have a status of *Manually Overridden*.

Note: Only the Agency Accounts Payable Supervisor or Agency Accounts Payable Maintainer can manually override match exceptions.

Once a voucher has a status of *Manually Overridden*, the next time the matching process is run the voucher is matched and the voucher status changes to Matched. Only then is it available for payment.

In the **Matching Vouchers** lesson, the following will be discussed:

- Reviewing the Matching Process
- How to Run the Matching Process
- Match Workbench
- Match Exceptions

Matching Vouchers (Cont.)

Lecture

Reviewing the Matching Process

The system performs several types of matching. At the State of Wisconsin, two-way and three-way matching is used:

- Two-way: compare vouchers and purchase orders. These are generally used for non-item purchases for which there are no receipts
- Three-way: compares vouchers, purchase orders, and receipts. These are generally used for purchases of finished goods.

The **Receiving Required** option appears by default from the item definition. If the match control is set at the purchase order header for matching, the match rules determine whether receiving is required for the purchase order line. If receiving is not required, the **Receiving Required** matching rules apply to other line. However, the particular line is still matched based on comparison of the purchase order to the voucher. Similarly, if receiving is optional, the **Receiving Required** matching rules do not apply.

Note: Business units 37000 and 41000 are using **Receiving Required** on all purchases. All other agencies will abide by the purchasing configuration whereby only certain items will require receiving based on state-wide standards. These items include: computers, printers, automobiles and food items.

All agencies use the same matching rule control. The matching rule control contains a list of matching rules whereby the amount and quantity vouchered is compared to the purchase order amount and quantity by line.

Value and percent tolerances to override exceptions are configured by the match rules. The Matching process uses match tolerances when comparing the prices and amounts. The match tolerances are configured to check \$100.00 or 10 percent over the amount of the purchase order. If a match exception exists and the voucher is within the tolerances established in these components, the Matching process automatically overrides the exception.

Below is an example scenario of a match rule that will be checked:

A purchase order is cut for \$3,000.00 for an engine part. The invoice is received for \$3,500.00. The matching rule tolerances is \$100.00 or 10 percent. The comparison between the purchase order price and invoice price would produce an exception because the difference of \$500.00 is outside of the tolerance. This exception would need to be overridden to enable the invoice to be paid and to proceed through subsequent processes.

Another rule that is checked is receiving. If an invoice for a computer is received and the physical computer is not received, this would produce a matching exception. Once the computer been received, the matching process would need to be run again.

Matching Vouchers (Cont.)

Lecture

How to Run the Matching Process

The steps below outline how to run the Matching Process:

1. Navigation: **Main Menu > Accounts Payable > Batch Processes > Vouchers > Matching**
2. On the **Match Request** page, there are two tabs: **Find an Existing Value** and **Add a New Value**.

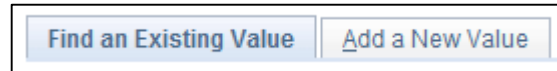


Figure 34: Match Request Page Tabs

If the request is for an existing value, enter the **Run Control ID**. Click **Search**.

To add a new Run Control ID, move to the **Add a New Value** tab. Enter the relevant information and click **Add** to create the new Run Control ID.

Matching Vouchers (Cont.)

Lecture

- Use the **Match Request** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.

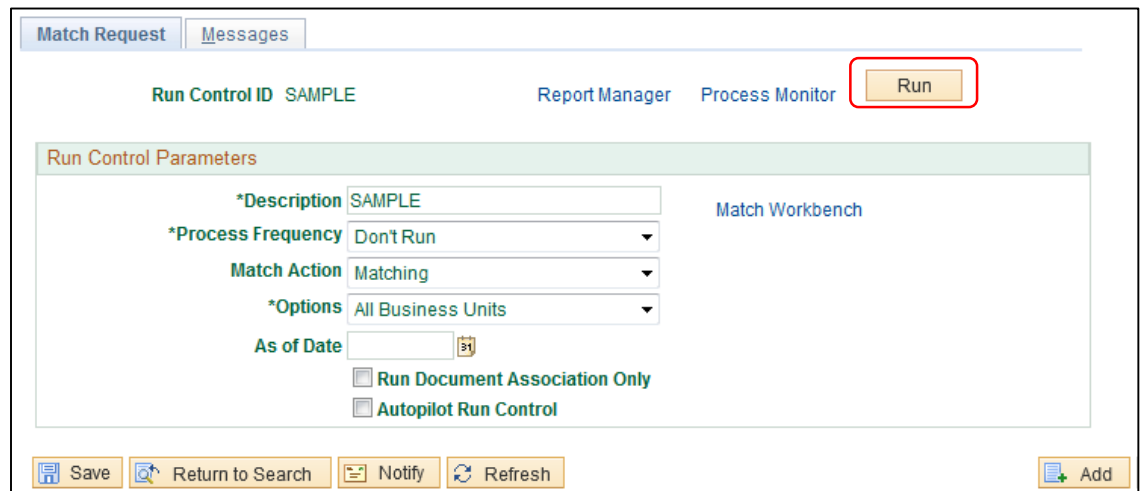


Figure 35: Match Request Page

- Enter the Run Control **Description**. This is a required field.
- Use the **Process Frequency** list to specify how often STAR will process a request. This is a required field. Process Frequency options are: Always Process, Don't Run, and Process Once.
- Under **Match Action**, select a match action. Options include:
 - Matching: Runs the Matching process and matching is performed. No email notification or workflow worklist items are created.
 - Workflow/Email Notify: Runs the Matching process only to call the Matching Notification process. The Matching Notification process calls the Process Match Exceptions process if workflow worklist items exist. No matching is performed.
 - Matching & Workflow/Email: Runs the Matching process and sends email notifications and creates worklist items.
- For each option that is selected from the **Options** list, different fields appear on the page to be completed. Options include: All Business Units, Business Unit, Control Group, Origin, and Voucher.
- Enter the **As of Date** for which the Matching process includes data. STAR selects vouchers with a match due date on or before the as of date.
- Check the **Run Document Association Only** checkbox to run the document association subprocess only. **Note:** for improved efficiency, run the document association subprocess more frequently than the entire matching process.

When all necessary information is entered on the **Match Request** page, click **Run** to open the **Process Scheduler Request** window.

Matching Vouchers (Cont.)

Lecture

- On the **Process Scheduler Request** window, enter or update the parameters, such as server name and process output format.

Process Scheduler Request

User ID TrainUser07 Run Control ID SAMPLE

Server Name PSNT Run Date 03/10/2015

Recurrence Recurrence Run Time 12:49:38PM

Time Zone CST Central Time (US)

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AP Matching	AP_MATCH	Application Engine	Web	TXT	Distribution

OK Cancel Refresh

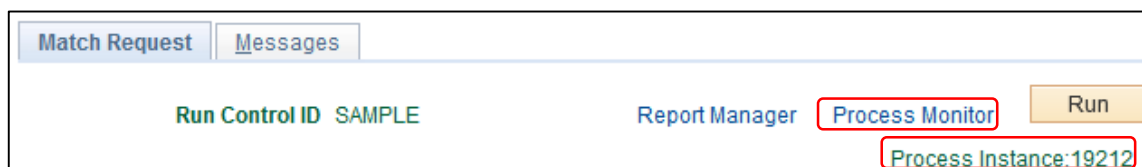
Figure 36: Process Scheduler Request Window

- Select a **Server Name** to identify the server on which the process will run. If the same Run Control ID is used for subsequent processes, the server name that was last used will default in the field.
- Select a **Recurrence** and **Time Zone**, if applicable.
- Ensure the **AP Matching** process is checked on the **Process List**.
- Click **OK**.

Matching Vouchers (Cont.)

Lecture

- Look at the **Process Instance** back on the **Match Request** page. This number helps identify the process that was run to check the status.



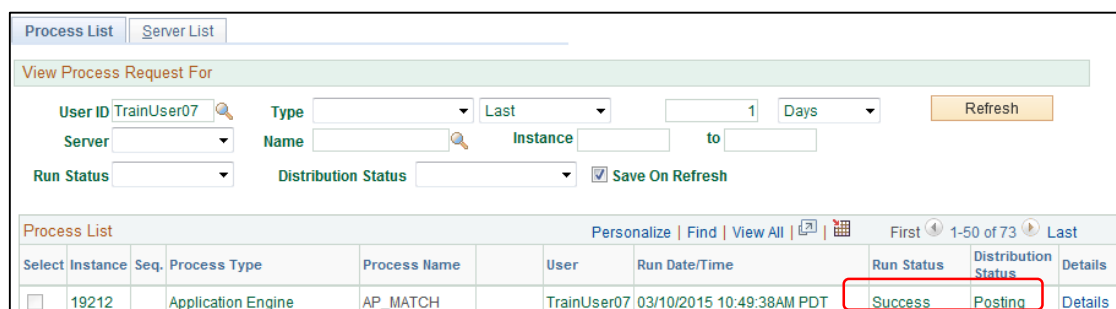
Match Request Messages

Run Control ID SAMPLE Report Manager **Process Monitor** Run

Process Instance: 19212

Figure 37: Match Request Process Instance

Click on the **Process Monitor** link and find the **Process Instance** number to check the status of the process. The process is finished when the **Run Status** is marked **Success**. The Matching process is now complete.



Process List Server List

View Process Request For

User ID TrainUser07 Type Last 1 Days Refresh

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19212		Application Engine	AP_MATCH	TrainUser07	03/10/2015 10:49:38AM PDT	Success	Posting	Details

Figure 38: Process List Status

Matching Vouchers (Cont.)

Lecture

Match Workbench

The **Match Workbench** feature is comprised of various pages that enable the user to query match information, override exceptions, correct errors, create debit memos, put vouchers on a match hold, and initiate the Matching process on demand.

The following steps outline how to use the **Match Workbench**:

1. Navigation: **Main Menu > Accounts Payable > Review Account Payable Info > Vouchers > Match Workbench**
2. On the **Match Workbench** page, enter the **Business Unit**.

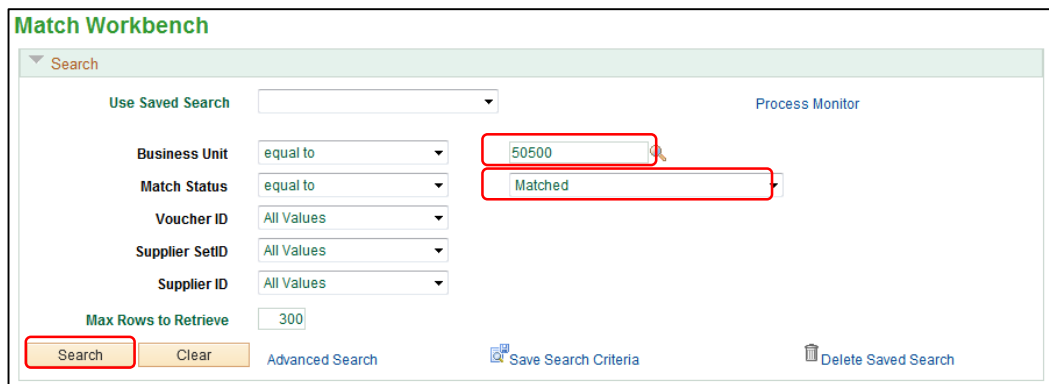


Figure 39: Match Workbench

Use the **Match Status** list to select a match status to include only vouchers with that status in the search results. Match statuses include:

- **Manually Overridden:** manually assign this status on the **Match Exception Workbench Details** page to indicate that the match exception has been overridden.
- **Match Dispute:** manually assign the Match Dispute status to vouchers on the **Match Exception Workbench Details** page. No further match processing is done on these voucher until the match status is changed.
- **Match Exceptions Exist:** Exceptions occurred when applying the match rules.
- **Matched:** the voucher is successfully matched.
- **Overridden – Credit Note:** manually assign this status on the **Match Exception Workbench Details** page to indicate that the voucher has been matched with a credit memo adjustment voucher.
- **To Be Matched:** Vouchers have not gone through the Matching process or vouchers have been unmatched.

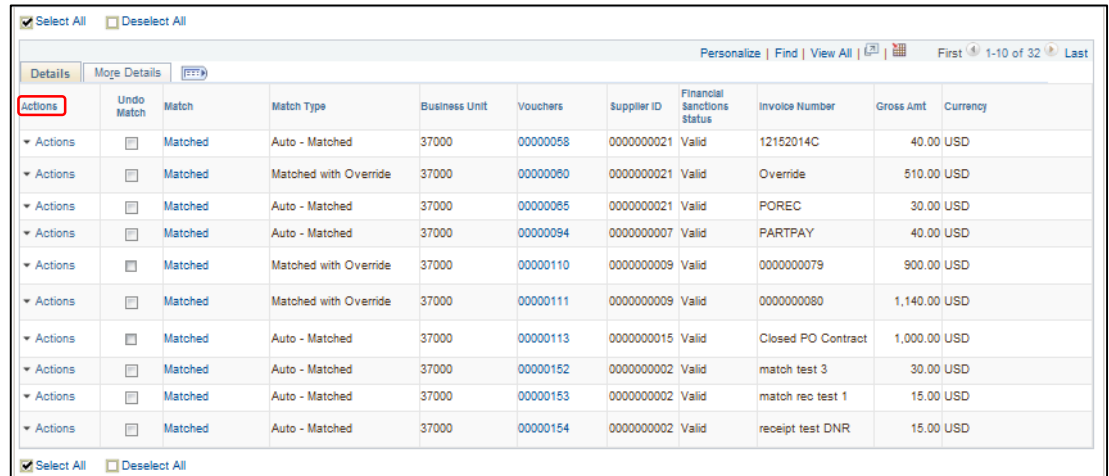
Note: the search results appear in different formats depending on the match status selected.

Click **Search** to populate Search Results.

Matching Vouchers (Cont.)

Lecture

3. When Search Results have populated, the user can complete the following actions:

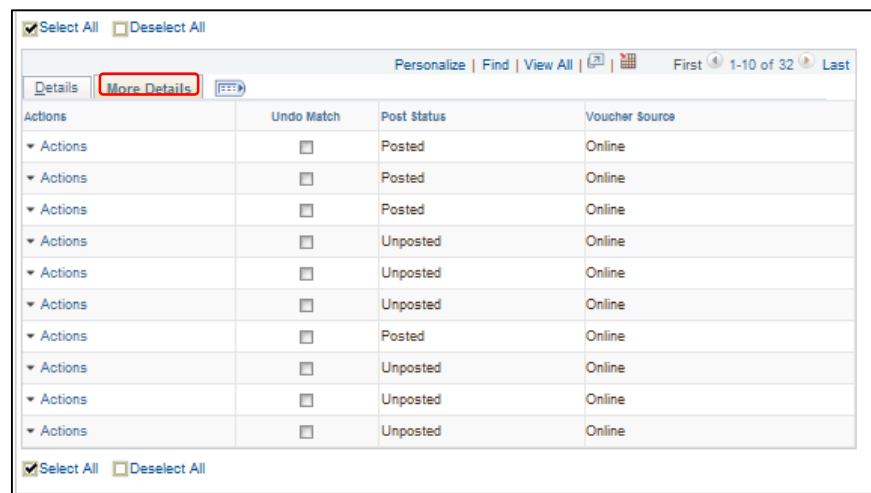


The screenshot shows the 'Match Workbench Search Results' interface. At the top, there are tabs for 'Details' and 'More Details', with 'Details' currently selected. Below the tabs is a table with columns: Actions, Undo Match, Match, Match Type, Business Unit, Vouchers, Supplier ID, Financial Sanctions status, Invoice Number, Gross Amt, and Currency. The table contains 10 rows of data, each representing a matched voucher. The 'Match' column shows 'Matched' for all entries. The 'Match Type' column shows 'Auto - Matched' or 'Matched with Override'. The 'Business Unit' is '37000' for all. The 'Vouchers' column shows various voucher IDs. The 'Supplier ID' is '0000000021' for most. The 'Financial Sanctions status' is 'Valid' for all. The 'Invoice Number' varies. The 'Gross Amt' and 'Currency' are also listed. At the bottom, there are 'Select All' and 'Deselect All' checkboxes.

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions status	Invoice Number	Gross Amt	Currency
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	000000058	0000000021	Valid	12152014C	40.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Matched with Override	37000	000000060	0000000021	Valid	Override	510.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	000000065	0000000021	Valid	POREC	30.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	000000094	0000000007	Valid	PARTPAY	40.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Matched with Override	37000	00000110	0000000009	Valid	0000000079	900.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Matched with Override	37000	00000111	0000000009	Valid	0000000080	1,140.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000113	0000000015	Valid	Closed PO Contract	1,000.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000152	0000000002	Valid	match test 3	30.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000153	0000000002	Valid	match rec test 1	15.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000154	0000000002	Valid	receipt test DNR	15.00	USD

Figure 40: Match Workbench Search Results

- Click on the **Match** status link to review voucher matching information. Once reviewed, click the **Close** button to return to the Search Results.
 - Click on the **Vouchers** link to open the **Voucher Summary** page to review voucher information. Click the **Close** button to return to the Search Results.
4. Move to the **More Details** tab under the Search Results. Here, the user can review the Post Status and Voucher Source.



The screenshot shows the 'Match Workbench More Details Tab' interface. At the top, there are tabs for 'Details' and 'More Details', with 'More Details' currently selected. Below the tabs is a table with columns: Actions, Undo Match, Post Status, and Voucher Source. The table contains 10 rows of data, each representing a voucher. The 'Post Status' column shows 'Posted' or 'Unposted'. The 'Voucher Source' is 'Online' for all. At the bottom, there are 'Select All' and 'Deselect All' checkboxes.

Actions	Undo Match	Post Status	Voucher Source
▼ Actions	<input type="checkbox"/>	Posted	Online
▼ Actions	<input type="checkbox"/>	Posted	Online
▼ Actions	<input type="checkbox"/>	Posted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Posted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online

Figure 41: Match Workbench More Details Tab

Matching Vouchers (Cont.)

Lecture

Match Exceptions

Match exceptions, or errors, occur when vouchers do not match correctly to a purchase order or receipt. Overnight processes check vouchers against purchase orders and receipts to ensure matching. For example, a match exception would occur if a voucher was created for items that have not been received. The system will display a match exception in the **Match Exception Workbench** for the next day.

Vouchers with a match exception status cannot be paid. The Agency Accounts Payable Processor has access to view and edit match exceptions, but only the Agency Accounts Payable Maintainer or the Agency Accounts Payable Supervisor has the ability to override a match exception.

The steps below outline how to view and edit vouchers where match exceptions exist:

1. Navigation: **Main Menu > Accounts Payable > Review Account Payable Info > Vouchers > Match Workbench**
2. On the **Match Workbench** page, enter the **Business Unit** and search for **Match Exceptions Exist** under the **Match Status** menu.

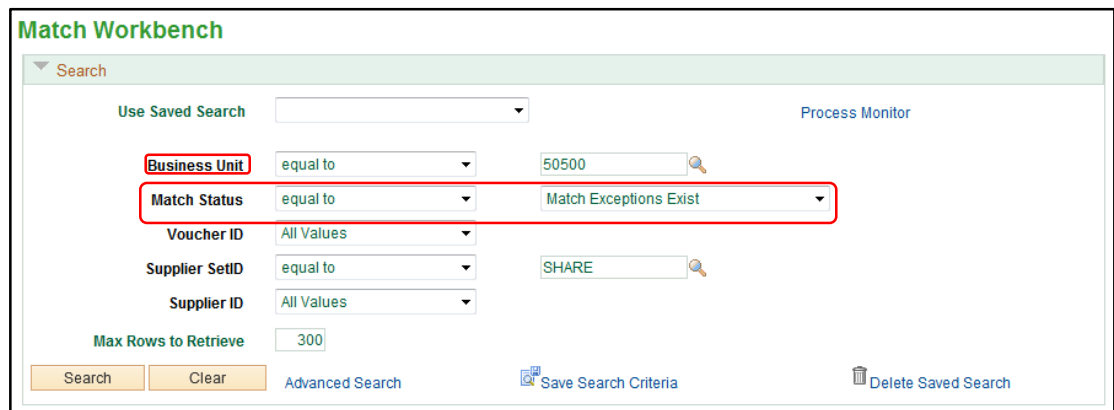


Figure 42: Match Workbench Search Page

3. On the Match Exceptions Exist search page, click the specific voucher link under **Vouchers** to review the voucher component.

Matching Vouchers (Cont.)

Lecture

4. On the **Voucher Summary** tab, review the **Match Status**. It will say **Match Exceptions Exist**. Move to the **Error Summary** tab.
5. On the **Error Summary** tab, review the matching error(s) on the voucher. Move to the **Invoice Information** tab to correct the matching error(s). Click **Save**. If applicable, run the **Match Process** as outlined at the beginning of the lesson.

Once all the exceptions have been resolved, the next instance of the matching process will result in a match status of **Matched**.

Instructor Demonstration: Running the Matching Process

Scenario



You have created a voucher and want to use the Match Workbench to review the status. Matching errors exist so you must correct the voucher.

Instructions

Your instructor will perform the tasks necessary to create a voucher without a purchase order while you follow along.

Relevant

Resources

- Using the Match Workbench UPK
- Correcting Vouchers UPK

Instructor Demonstration: Running the Matching Process

Debrief



1. Name the two types of matching the State of Wisconsin is using for Matching.

2. Provide an example of when a match rule would be checked.

Training Exercise: Running the Matching Process

Scenario



You want to run the Matching process for the voucher you previously created for the purchase of computers. Run the Matching process. Then check the Match Workbench to review the voucher match status.

Instructions

This activity is will be performed in groups; you must complete it on a classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant

Resources

- Matching Vouchers Data Sheet
- Using the Match Workbench UPK

Training Exercise: Running the Matching Process

Debrief



1. What is the Match Workbench used for?

2. When does a match exception occur?

Lesson Summary

Objectives Achieved



Now that you have completed the Matching Vouchers lesson, you should be able to:

- Understand the Matching Process.
- Run the Matching Process.
- Utilize the Match Workbench when using the Matching Process.

Processing Payments

Lecture

In **PeopleSoft Payables**, processing payments is handled using the **Pay Cycle Manager**, where most processes and reports that affect processing payments can be run or accessed. The **Process Payments** subprocess involves making payments to the suppliers for purchased goods and services.

Pay cycles select vouchers that share similar characteristics for payment. Because there are multiple pay cycles defined, payments can be processed for different groups of vouchers. The pay cycle can be set up as a template that is used to select vouchers for payment based on the information contained in each template. During the normal course of business, weekly and monthly check runs can occur.

All payments are picked up by the pay cycle when it runs nightly. Those payments will be printed the next day. However, in the case of rush checks, the bank account number must be changed to route to a different account in order to be picked up by the rush pay cycle, which will be run during the day.

Throughout the **Processing Payments** lesson, the following will be discussed:

- Process Details
- Dependencies

Processing Payments (Cont.)

Lecture

Process Details

Payment transactions are created in the system using either of the following methods:

- **Pre-Configured Pay Cycles:** A pay cycle is a batch process that automates the selection of eligible vouchers for payment.
- **Express Payment:** The express payment functionality is used to create a payment that needs to be paid outside of the regularly configured pay cycle.

Payments can be processed using a variety of methods: check printing, electric funds transfer (EFT) file, wire transfer reports, drafts and automated clearing housing (ACH).

The **Process Payments** sub-process involves the following activities:

- Creating Payments
- Maintaining Payments
- Process Bank Reconciliation

Creating Payments involves the payment of vouchers based on payment schedules and pay cycles. The express payment facility can be used to make payments outside of the regularly configured cycle. Accounting entries are then created for payment transactions.

The **Maintaining Payments** step of the payment process involves cancellation of payments, processing voucher accounting entries for cancelled payments, and escheatment of payments. A payment that has not been sent can be cancelled. Petty cash and warrant checks that have been sent to the bank and for which the bank has been asked to stop the payment can be cancelled, too. Payments can be escheated based on the policy and the reconciliation status in the Financial Management System (FMS). Accounting entries are created for cancelled and escheated payments. The updated data is sent to the IRS and the 1099 withholding reporting is finalized.

The **Process Bank Reconciliation** involves reconciliation of petty cash transactions. Most petty cash transactions are reconciled manually against the monthly bank statement.

Processing Payments (Cont.)

Lecture

Dependencies

The **Process Payments** subprocess is interdependent on the other sub processes of the **Accounts Payable** module.

The **Process Payments** process leverages the details of vouchers created using the **Enter and Process Vouchers** sub-process to make the payments to suppliers. Once the payments are made, the **Enter and Process Vouchers** sub-process is used to close the vouchers.

The **Enter and Process Vouchers** sub-process also allows the scheduling of direct payments, which is leveraged by the **Process Payments** sub-process to make the payments.

The supplier payment is released using the **Process Payments** sub-process after a purchase order voucher has been matched with the purchase using the **Integration with Purchasing** sub-process.

Lesson Summary

Objectives Achieved



Now that you have completed the Processing Payments lesson, you should be able to:

- Understand payment process details.
- Recognize processing payments dependencies.

Responding to Inquiries

Lecture

The PeopleSoft Accounts Payable module provides numerous inquiry pages and reports that enable the user to access voucher, payment and supplier information when needed:

- Use the **Voucher Inquiry** page to search for vouchers by supplier and supplier invoice number, as well as by other voucher information.
- Use the **Schedule Payment Inquiry** page to view the scheduled payment details for the vouchers, such as payment method, scheduled pay date, and approval status.
- Use the **Voucher Payment Detail** page to access detail on the payment itself, such as bank, payment date, payment amount, currency, and payment status.
- Use the **Voucher Detail Lines Display** page to view invoice and distribution line level detail for the vouchers, like General Ledger business unit, ChartFields and line amounts.

Throughout the **Responding to Inquiries** lesson, the following will be discussed:

- Reviewing the **Voucher Inquiry** Page
- Reviewing Interfaced Voucher Errors
- Reviewing Posted Accounting Entries
- Locating Documents from a Voucher ID

Responding to Inquiries (Cont.)

Lecture

Reviewing the Voucher Inquiry Page

The following steps outline how to review voucher information:

1. Navigation: **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**
2. On the **Voucher Inquiry** page, search for and review the status of a voucher and any payment information.
 - Under **Search Criteria**, use the **Business Unit – From** and **Business Unit – To** fields to enter a business unit or range of business units to be used in the search.
Note: a business unit is required.
Note: if a range of business units is entered, the user cannot search for either a Voucher ID or an Invoice ID.
 - Use the **Supplier ID** field to enter a supplier ID or range of Supplier IDs to be used in the search. Once a number is entered in the **Supplier ID – From** field, the **Supplier ID – To** field is populated and available for entry.
 - Enter a Supplier **Short Name** to populate Supplier information.
Note: if a range of supplier short names is entered, **Supplier Location** cannot be entered in the same search.
 - Search for vouchers that relate to invoices with a specific date range using the **Invoice Date – From** and **Invoice Date – To** fields.
 - The **Amount Rule** field is required and allows the user to select an amount rule type. The default rule is **Any**. Other options are: Equal to, Greater than, Greater than or equal to, Less than, and Less than or equal to. Depending on what **Amount Rule** is selected, enter the **Amount** and **Currency** fields.
 - The **Voucher Style** field is also required and is used to search for a specific voucher style. The default is **All Vouchers**. Other options are: specific voucher types, all vouchers except prepaid, and single pay vouchers.
 - Use the **Post Status** list to search for a specific post status. Options include: Payment Not Applied, Posted, and Unposted.

When all **Search** information is included, click **Search** to display **Invoice Inquiry Results**.

Responding to Inquiries (Cont.)

Lecture

- Expand the **Sort Criteria** section. Use this section to change the sort criteria and add the display order. The results are sorted by default based on **Voucher ID** in **Ascending** order.



Sort Criteria

*Sort By: **Voucher ID**

*Sort Asc/Desc: **Ascending**

Sort Display

Figure 43: Sort Criteria Section

When the criteria has been determined, click **Sort Display** to sort the **Voucher Inquiry Results** based on the identified sort criteria.

- Determine the voucher(s) being reviewed by looking at the **Voucher ID**. Under the **Voucher Inquiry Results** section, review the **Voucher Details** tab.

Voucher Inquiry Results									
Personalize Find View All Print Export First 1 of 1 Last									
Voucher Details Amounts More Details Supplier Details Approval History									
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	50500	00000001	43	12/01/2014	0000000098	Postable	<input type="checkbox"/>	Not Applicable	

Figure 44: Voucher Inquiry Voucher Details Tab

- Move to the **Amounts** tab under the **Voucher Inquiry Results** section. Here, view various amounts and charges of the voucher, including: Gross Invoice Amount, Voucher Unpaid Balance, Unapplied Prepayments, Total Non-Merch, Entered VAT, Gross Amount Paid and Net Amount Paid.




Voucher Inquiry Results											Personalize Find View All   First 1 of 1 Last			
Voucher Details		Amounts		More Details		Supplier Details								
Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid				
▼ Actions	50500	00000001	USD	100.00	100.00	0.00	0.00	0.00	0.00	0.00				

Figure 45: Voucher Inquiry Amounts Tab

- Move to the **More Details** tab under the **Voucher Inquiry Results** section to view line and distribution line detail for the voucher. Click the **Approval History** link to review approval history.

Voucher Inquiry Results											
Personalize Find View All Print Export First 1 of 1 Last											
Voucher Details Amounts More Details Supplier Details Approval History											
Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date
▼ Actions	50500	00000001	Regular Voucher	MAIN	Unposted	Pending	Approval History	Open	ONL	12/24/2014	12/01/2014

Figure 46: Voucher Inquiry More Details Tab

Responding to Inquiries (Cont.)

Lecture

7. Move to the **Supplier Details** page to review supplier information including the Short Supplier Name, Supplier Name, Additional Name, and if there is a history status.

Voucher Inquiry Results							
Personalize Find View All   First 1 of 1 Last							
Voucher Details	Amounts	More Details	Supplier Details				
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status
▼ Actions	50500	00000001	0000000098				<input checked="" type="checkbox"/>

Figure 47: Voucher Inquiry Supplier Details Tab

Responding to Inquiries (Cont.)

Lecture

Reviewing Interfaced Voucher Errors

Some agencies may send their vouchers to the Accounts Payable module via an interface (the inbound voucher upload AP_INT_001). The voucher data is uploaded to PeopleSoft from a Flat File provided by the agency. If there is an error on a voucher that is interfaced into Accounts Payable, the Agency Accounts Payable Processor can use the **Voucher Inquiry** page to review the vouchers in error, and take corrective action.

Fixing Errors on Vouchers in Recycle Status

Recycled Vouchers are vouchers that uploaded with errors (like Combination Edit Errors) but cannot be processed further through Accounts Payable. The entry status of the voucher is **Recycled**. The error must be corrected on the voucher component. Once the error(s) is fixed the entry status will be set to **Postable**. The voucher will then be ready for approval/budget check/Matching.

Note: A common error that causes a voucher to be in **Recycle** Entry Status is Combination Edit Errors (Invalid combination of ChartStrings on the distribution line).

The following steps outline how to review and update interfaced voucher errors:

1. Navigation: **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**
2. On the **Voucher Inquiry** page, complete the following:
 - Enter the **Business Unit**
 - Under the **Post Status** dropdown, select **Unposted**
 - Under the **Entry Status** dropdown, select **Recycle**
 - The **Amount Rule** will default to **Any**
 - The **Voucher Style** will default to **All Vouchers**

When all data is input, click **Search** to display all results based on your search criteria.

3. Under the **Voucher Inquiry Results** section, review the vouchers that are unposted due to recycle status.


Voucher Inquiry Results									
Voucher Details		Amounts	More Details	Supplier Details	Personalize Find View All  First 1-5 of 5 Last				
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	37000	00005821	098765	04/20/2015	0000026928	Deleted	<input type="checkbox"/>	Not Applicable	MAZOMANIE,-002
▼ Actions	37000	00005818	Voucher_Upload_TST	04/20/2015	0000000254	Recycle	<input type="checkbox"/>	Not Applicable	HUMAN RESO-001

Figure 48: Voucher Inquiry Recycle Status

4. Write down the **Voucher ID** or **Invoice Number** for the voucher(s) in error.

Responding to Inquiries (Cont.)

Lecture

5. Search for each individual voucher in error.

Navigation: **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

6. On the **Voucher** search page, move to the **Find an Existing Value** tab.

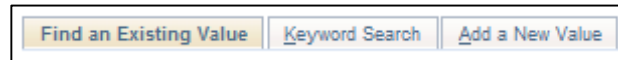


Figure 49: Find an Existing Value Tab

Enter the **Business Unit**, and enter the **Voucher ID** or the **Invoice Number** for the voucher in error. Click **Search** to open the voucher **Summary** page.

7. On the **Error Summary** tab, review the **Entry Status**, **Post Status** and **Budget Status**. The statuses should be **Recycle**, **Unposted** and **Not Chk'd** respectively.

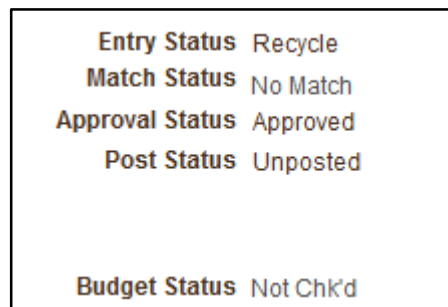


Figure 50: Voucher Summary Review

8. Move to the **Error Summary** tab to review the error(s) preventing the voucher from getting posted.





Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary			
Business Unit 37000						Invoice Number Voucher_Upload_TST							
Voucher ID 00005818						Invoice Date 04/20/2015							
Style Regular Voucher						Total 100.00 USD							
Distribution Line Errors										Personalize Find View All  		First 1 of 1 Last	
Line	Distribution Line	Field Name				Message							
1	1	Account				TSE Prompt table edit, value not found in prompt table.							
Scheduled Payment Errors										Personalize Find View All  		First 1-3 of 4 Last	
Scheduled Payment		Field Name				Message							
		1 Payment Currency				Payment Currency information is required.							
		1 Payment Rate Type				Payment Rate Type information is required.							
		1 Payment Method				Selected Payment Method does not exist for this Bank Account.							

Figure 51: Voucher Error Summary Tab

Responding to Inquiries (Cont.)

Lecture

9. Move through the additional tabs to review the voucher error(s). If there is an error, an **Error** icon will appear next to the field(s) in error.

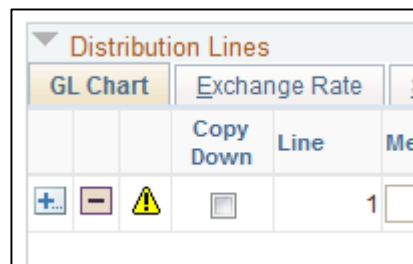


Figure 52: Error Icon

10. When all errors are fixed for the voucher, click **Save**. Now, the user can run the Budget Check processes, or wait for the nightly batch to pick up the edited voucher.

Responding to Inquiries (Cont.)

Lecture

Fixing Errors on Vouchers in Postable Status

If a budget check error occurs on a voucher, the voucher is entered in a Postable status. The Agency Accounts Payable Processor must review these errors and work with an Agency Accounts Payable Supervisor to correct vouchers with errors in Postable status.

The following steps outline how to review and update errors on vouchers in Postable status:

1. Navigation: **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**

2. On the **Voucher Inquiry** page, complete the following:

- Enter the **Business Unit**
- Under the **Post Status** dropdown, select **Unposted**
- Under the **Entry Status** dropdown, select **Postable**
- The **Amount Rule** will default to **Any**
- The **Voucher Style** will default to **All Vouchers**

When all data is input, click **Search** to display all results based on your search criteria.

3. Under the **Voucher Inquiry Results** section, review the vouchers that are unposted but have a Postable status.

Voucher Inquiry Results										Personalize	Find	View 100	1-1
Voucher Details										Amounts	More Details	Supplier Details	PDF
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name				
Actions	37000	00000327	HNT9	03/31/2015	00000000	10 Postable	<input type="checkbox"/>	Not Applicable	XPEDX-001				

Figure 53: Error in Postable Status

4. Move to the **More Details** tab. Review the **Budget Header Status**. Look for vouchers that have an **Error in Budget Check** status.

Voucher Details		Amounts	More Details		Supplier Details		PDF								
Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
▼ Actions	37000	00004781	Regular Voucher	MAIN	Unposted	Pending	Approval History	Open	ONL	05/09/2015	04/16/2015	04/16/2015	04/16/2015	Error in Budget Check	Valid Budget Check

Figure 54: Error in Budget Check Status

Write down the **Voucher ID** or **Invoice Number** for the voucher(s) in error.

5. Search for each individual voucher in error.

Navigation: **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

Responding to Inquiries (Cont.)

Lecture

If there are budget check errors associated with the voucher, a message will open on the voucher **Summary** page indicating budget checking errors exist. Click **OK** to review the **Summary** page.

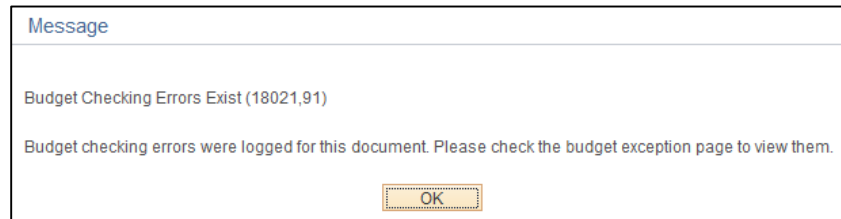


Figure 55: Budget Check Error Message

- On the **Voucher** search page, move to the **Find an Existing Value** tab.

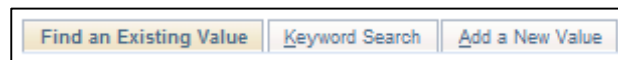


Figure 56: Find an Existing Value Tab

Enter the **Business Unit**, and enter the **Voucher ID** or the **Invoice Number** for the voucher in error. Click **Search** to open the voucher **Summary** page.

- On the **Summary** tab, review the **Entry Status**, **Post Status** and **Budget Status**. The statuses should be **Postable**, **Unposted** and **Exceptions** respectively.

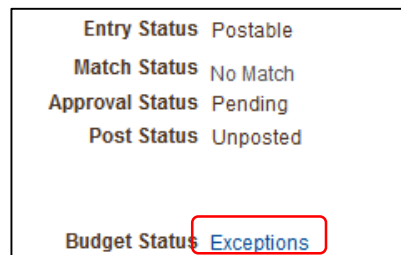


Figure 57: Voucher Summary Page Statuses

Click on **Exceptions** to review the **Budgets with Exceptions** page.

- Review the **Voucher Exceptions** and **Line Exceptions** tabs. Work with an Agency Accounts Payable Supervisor to correct budget exceptions on the voucher.

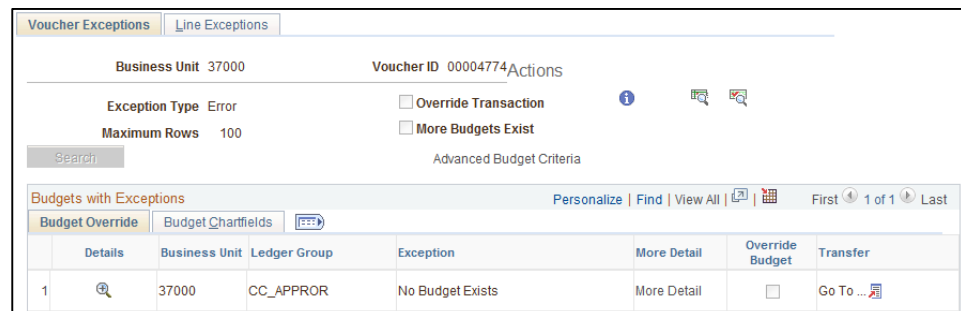


Figure 58: Budgets with Exceptions Page

Instructor Demonstration: Responding to Inquiries

Scenario



You want to utilize the **Voucher Inquiry** page to review vouchers with no remaining balance.

Instructions

Your instructor will perform the tasks necessary to respond to inquiries while you follow along.

Relevant Resources

- Reviewing Voucher Information UPK

Instructor Demonstration: Responding to Inquiries

Debrief



1. What is the Voucher Inquiry page used for?

Responding to Inquiries (Cont.)

Lecture

Reviewing Posted Accounting Entries

Use the **Voucher Accounting Entries** page to review the results of the **Voucher Posting Application Engine** process. The steps below outline how to review the **Voucher Accounting Entries** page:

1. Navigation: **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries**
2. On the **Voucher Accounting Entries** page, enter the **Business Unit**. This is a required field. Enter either the **Voucher ID** or the **Invoice Number** and click **Search** to display **Accounting Information** search results.

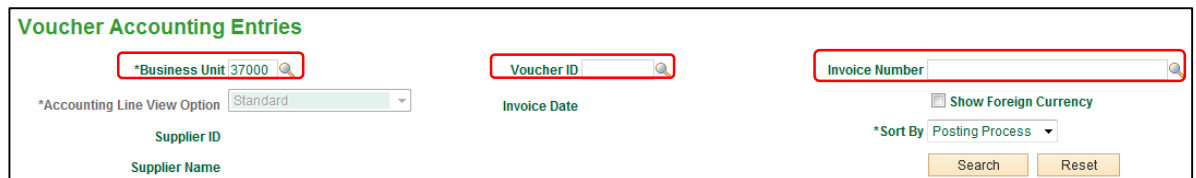


Figure 59: Voucher Accounting Entries Search Page

Note: **Standard** is the only value for the **Account Line View Option** list. The system will only display non-entry event accounting entries.

3. On the **Main Information** tab, review the **Monetary Amount**, **Currency Code**, **Ledger**, **GL Unit** and **Accounting Date**.

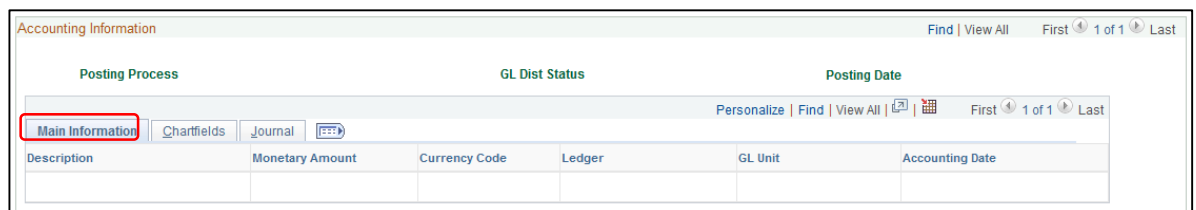


Figure 60: Accounting Information Main Information Tab

4. Move to the **ChartFields** tab to review accounting string ChartField information.

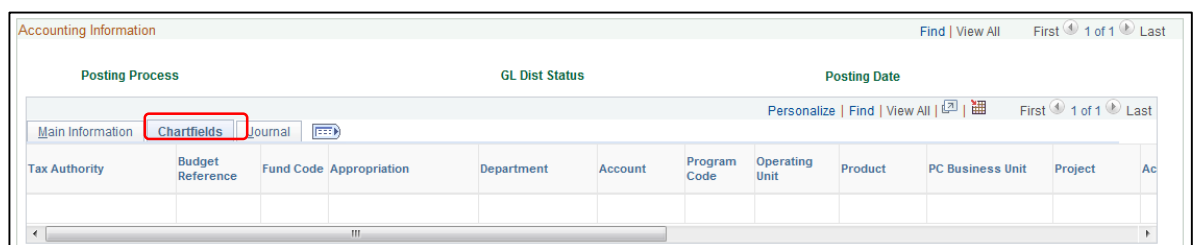


Figure 61: Accounting Information ChartFields Tab

Instructor Demonstration: Responding to Inquiries

Scenario

You would like to review accounting entries for an invoice.



Instructions

Your instructor will perform the tasks necessary to respond to inquiries while you follow along.

Relevant Resources

- Reviewing Posted Accounting Entries UPK

Instructor Demonstration: Responding to Inquiries

Debrief



1. What is the **Accounting Entries Inquiry** page used for?

Responding to Inquiries (Cont.)

Lecture

Locating Documents from a Voucher ID

The user can inquire and cross-reference related documents across the procure-to-pay business cycle to tie all documents together for the same transaction flow. This gives quick access to requisitions, purchase orders, receivers, and vouchers associated with the requested voucher or payment ID. Through this inquiry, the user is able to see the post status, budget check status, match status, and gross amount. The steps below outline how to locate documents from a voucher ID:

1. Navigation: **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status**
2. On the **Voucher Document Status Inq** page, enter the **Voucher ID** into the Search Criteria and click **Search** to be sent to the **Voucher Document Status** page. This page displays all the documents associated with the voucher ID entered on the previous page.

Note: Click the **Voucher ID** to view the **Voucher Inquiry** page in a separate browser.

Note: Click the **Match Status** to view the **Match Workbench** in a separate browser. The inquiry accessed is dependent on the voucher's match status. This link is only active for vouchers that require matching.

3. Under the **Documents** tab, click on the **Document Status Inq** button to view the **Document Status** page. This page contains links to the related documents.

Click the **DOC ID** to open the inquiry page for the document in a separate browser. The inquiry page that gets accessed is related to the document type selected. For example, if the document type is a purchase order, the link will send the user to the **Purchase Order** inquiry page. If the document type is a receipt, the user will be sent to the **Receipts** inquiry page.

4. The **Related Info** tab appears only if the transaction was posted or if the related vouchers require matching. If applicable, move to the **Related Info** tab to review the additional information.

On this tab, click on **Match Workbench** to open the **Match Workbench** page.

Note: This link is only active for vouchers that require matching.

Click on **Accounting Entries** to access the **Voucher Accounting Entries** page in a separate browser. Payment accounting entries are based on vouchers. This link appears if the transaction was posted.

Instructor Demonstration: Responding to Inquiries

Scenario

You need to locate document status information from a voucher you previously created.



Instructions

Your instructor will perform the tasks necessary to respond to inquiries while you follow along.

Relevant Resources

- Locating Documents from a Voucher ID UPK

Instructor Demonstration: Responding to Inquiries

Debrief



1. What is the **Voucher Document Status Inq** page used for?

Challenge: Responding to Inquiries – Reviewing Payment Status

Scenario



You have been asked to respond to an inquiry to check on the payment status of a voucher. Use the data in the following table to complete the activity.

Instructions

This activity is self-led; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You also may refer to the provided data worksheet for this activity. This document provides all the information you need to complete the activity.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Responding to Inquiries Data Sheet
- Reviewing Voucher Information UPK
- Reviewing Posted Accounting Entries UPK
- Locating Documents from a Voucher ID UPK

Challenge: Responding to Inquiries – Reviewing Payment Status

Debrief



1. What kind of information can be found on the **Voucher Inquiry** page?

Lesson Summary

Objectives Achieved



Now that you have completed the Responding to Inquiries lesson, you should be able to:

- Recognize how to use the **Voucher Inquiry** page.
- Review and edit interfaced voucher errors.
- Recognize how to use the **Voucher Accounting Entries** page.
- Recognize how to use the **Voucher Document Status** page.

Acquiring Assets

Lecture

Assets can be automatically created in the **Accounts Payable** module. It is a multi-step process that allows many assets to be created in a single batch.

Before asset information can be used to automatically create assets, the information must first be entered on purchasing transactions, or receipts and payables vouchers. These transactions must hold the required data elements for the system to recognize the purchase as an asset and automatically interface Financial and Physical dates into the **Asset Management** module.

Throughout the **Acquiring Assets** lesson, the following topics will be discussed:

- Recording an Acquisition on a Voucher

Acquiring Assets (Cont.)

Lecture

Recording an Acquisition on a Voucher

When an asset is acquired, create an asset-applicable voucher on the **Invoice Information** page. If the voucher was created by copying from a purchase order or receipt, the asset information is also copied. If asset information was not entered on the purchase order or receipt, it must be entered manually during voucher creation. Regardless of how the voucher was created, access the **Assets** tab to make the voucher asset-applicable.

The following steps outline how to record an acquisition on a voucher:

1. Navigation: **Main Menu > Accounts Payable > Voucher > Add/Update > Regular Voucher**
2. On the **Voucher** page, there are three tabs: Find an Existing Value, Keyword Search and Add a New Value.

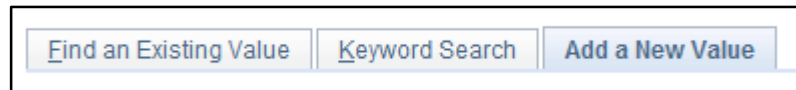


Figure 62: Voucher Page Tabs

If an asset is being added to an already created voucher and the Agency Accounts Payable Processor knows the Business Unit, Voucher ID, or other information, use enter the Search Criteria under the **Find an Existing Value** tab and click **Search**.

If the processor adding an asset knows a Keyword associated with an already created voucher, enter the Keywords under the **Keyword Search** tab and click **Search**.

If an asset is being associated with new voucher, move to the **Add a New Value tab**. The Business Unit, Voucher ID, and Voucher Style fields default. If necessary, the Business Unit may be changed. Enter the Short Supplier Name, Invoice Number and Invoice Date. Ensure the Voucher Style is **Regular Voucher**. Click **Add**.

Acquiring Assets (Cont.)

Lecture

- On the **Invoice Information** page, under the **Distribution Lines** section, move to the **Assets** tab. Select the **Asset** checkbox to make the distribution line asset applicable and enter the following fields:

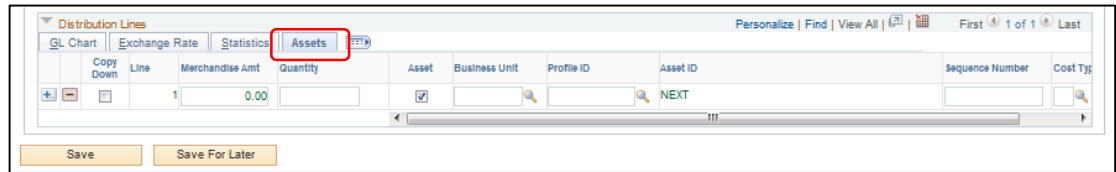


Figure 63: Invoice Information Assets Tab

- **Merchandise Amount**
- **Quantity:** The total of all quantities on the distribution lines must equal the quantity entered on the parent invoice line.
- **Business Unit:** Enter the Asset Management business unit to which the asset is distributed. This field is required.
- **Profile ID:** Enter the profile ID category to which the asset is assigned. This field is required.
- **Asset ID:** This will default to NEXT until the asset-applicable voucher is saved. Then, the system will create a unique **Asset ID**.
- **Sequence Number:** Enter a sequence number to indicate an asset grouping of voucher distribution lines if the default Asset ID value is NEXT.
- **Cost Type:** Cost type options for the asset are:
 - A: Allowance for ADV Depr (advanced depreciation)
 - C: Cost Type
 - G: Grant Reimbursements
 - I: Impairment Loss
 - M: Margin
 - P: Scrap on Asset
 - R: Revaluation
 - S: Sale of Assets
 - V: Reserve for ADV Depr (advanced depreciation)
 - W: Depr. Write-Off (depreciation write-off)
 - X: Revaluation Reversal
 - Y: Impairment Reversal

Note: If the voucher information is copied from a purchase order or receiver, some of the above fields might be populated with information from the purchase order or receiver line.

- Click **Save** to save all asset information. The asset information will be picked up in a nightly batch process to load the Accounts Payable information into the Asset Management module.

Training Exercise: Acquiring Assets

Scenario



When you created the voucher for the purchase of computers, you forgot to mark the computers as an asset. Go back to the original voucher and mark the computers as an asset on the **Assets** tab.

Instructions

This activity is will be performed individually; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Acquiring Assets Data Sheet

Training Exercise: Acquiring Assets

Debrief



1. If a voucher is being copied from a source document, will the asset information be copied over with it?

2. How does Asset Management get the asset information?

Lesson Summary

Objectives Achieved



Now that you have completed the Acquiring Assets lesson, you should be able to:

- Record an acquisition on a voucher.
- List the different cost types used to qualify assets.

Payment Request Approval Process

Lecture

A user who is outside the central Accounts Payable department at an agency, and who has security as the Payment Requester role assigned to them can create a Payment Request. The payment request process allows staff to initiate payments to suppliers using functionality which is more simplified than the regular voucher entry. Staff outside of the central Accounts Payable unit may use this process to request direct charge payments as an alternative to sending requests to Accounts Payable through the mail, which is the current process.

The Payment Request pages will walk the user through entering basic invoice, supplier, and accounting information and submitting the payment request. From there, the Agency Accounts Payable Processor will see the payment request in their Payment Request Center. The Processor will go through the same screens, verifying and correcting the information before submitting the payment request. There is no approval framework for the payment requests. However, the Accounts Payable Processor must review and submit the payment request before it is picked up for voucher build. After this, the voucher will go through the approval framework, requiring the Accounts Payable Supervisor to approve.

After voucher build, the standard voucher processing occurs. This includes budget check, approval, voucher posting, and payment posting.

Throughout this lesson, the following topics will be discussed:

- The Payment Request Center

Payment Request Approval Process (Cont.)

Lecture

- The Payment Request Center

The Payment Request Center is a centralized page where users can see their payment requests and filter payment requests, where they can add, edit, cancel, and view payment requests, and where they can answer payment questions.

1. Navigation: **Accounts Payable > Payments > Payment Requests > Payment Request Center**

The **Payment Request Center** is shown below:

Payment Request Center

Welcome: AGENCY AP PROCESSOR

Request Summary

From 12/24/2014 to 03/24/2015

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Submitted	1

Recent Messages

No Recent Messages

Requests

Request ID	Entered Datetime	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay	
0000000001	03/24/2015 3:41PM	0000000003	EMC CORP		500.00	USD	Submitted	37000			<div><div></div><div></div><div></div></div>

Figure 64: Payment Request Center

Payment Request Approval Process (Cont.)

Lecture

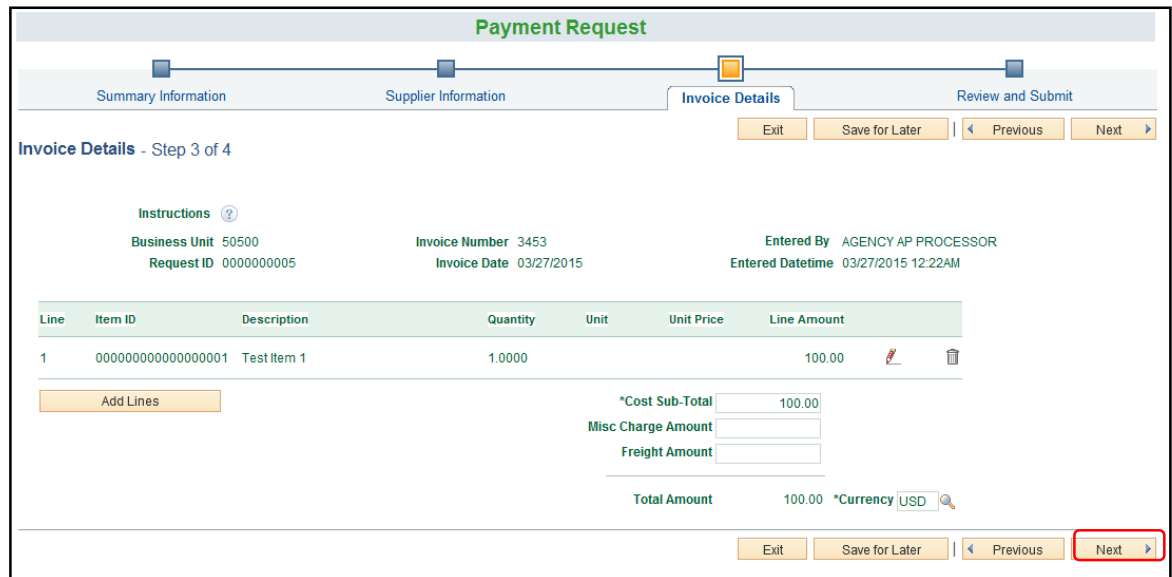
Agency Accounts Payable Processors view the same pages that Payment Requesters use to create a payment request. They must review it and submit it for further approval before the payment request can become a voucher.

The Payment Request occurs through a “train stop” comprising of four pages, from creating a request to submitting it. The four pages are:

- Payment Summary Information
- Supplier Information
- Line Details
- Review and Submit

To access the “train stops”, the user must click on the **pen** icon highlighted in the Payment Request Center image above (*Figure 64: Payment Request Center.*)

2. Click **Next** to review all relevant payment request information on each of the four pages, making revisions as necessary.



Payment Request

Summary Information Supplier Information **Invoice Details** Review and Submit

Exit Save for Later Previous Next

Invoice Details - Step 3 of 4

Instructions ?

Business Unit 50500 Invoice Number 3453 Entered By AGENCY AP PROCESSOR
Request ID 0000000005 Invoice Date 03/27/2015 Entered Datetime 03/27/2015 12:22AM

Line	Item ID	Description	Quantity	Unit	Unit Price	Line Amount
1	000000000000000001	Test Item 1	1.0000		100.00	100.00

Add Lines

*Cost Sub-Total 100.00
Misc Charge Amount
Freight Amount

Total Amount 100.00 *Currency USD

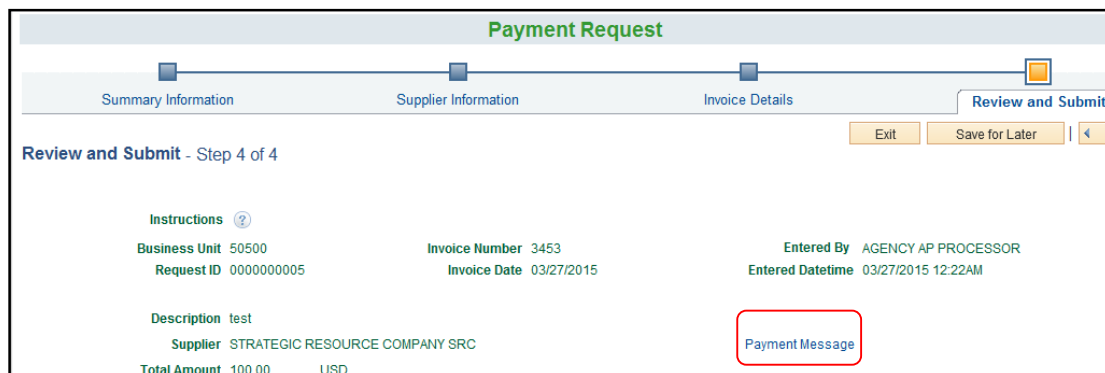
Exit Save for Later Previous **Next**

Figure 65: Review Payment Requests

Payment Request Approval Process (Cont.)

Lecture

- At the **Review and Submit** tab, click **Payment Message**.



Payment Request

Summary Information Supplier Information Invoice Details **Review and Submit**

Exit Save for Later

Review and Submit - Step 4 of 4

Instructions ⓘ

Business Unit 50500 Invoice Number 3453 Entered By AGENCY AP PROCESSOR
Request ID 0000000005 Invoice Date 03/27/2015 Entered Datetime 03/27/2015 12:22AM

Description test

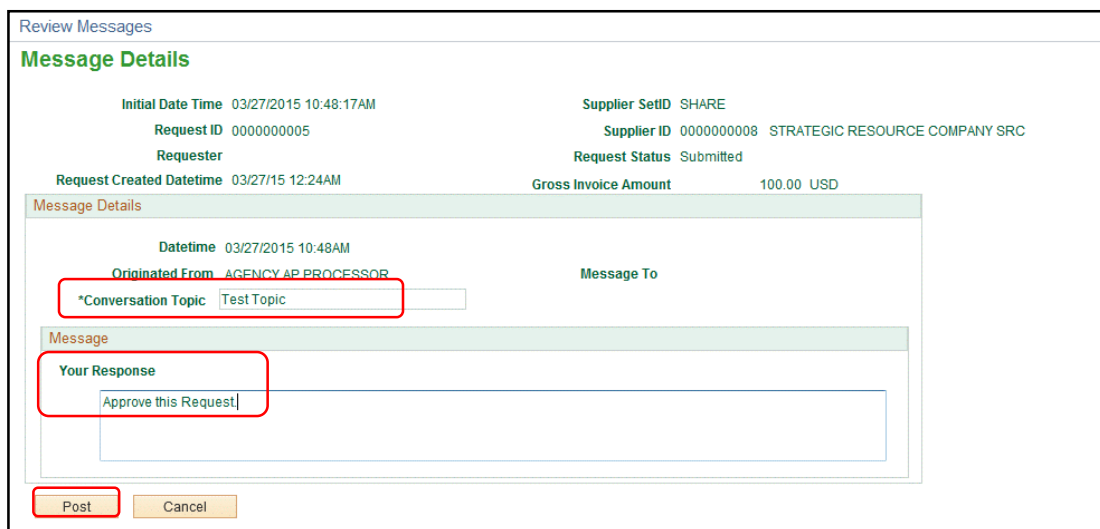
Supplier STRATEGIC RESOURCE COMPANY SRC

Total Amount 100.00 USD

Payment Message

Figure 66: Payment Request Message

- Enter a **Conversation Topic** and **Your Response**. Click **Post**.



Review Messages

Message Details

Initial Date Time 03/27/2015 10:48:17AM Supplier SetID SHARE
Request ID 0000000005 Supplier ID 0000000008 STRATEGIC RESOURCE COMPANY SRC
Requester Request Status Submitted
Request Created Datetime 03/27/15 12:24AM Gross Invoice Amount 100.00 USD

Message Details

Datetime 03/27/2015 10:48AM

Originated From AGENCY AP PROCESSOR Message To

*Conversation Topic Test Topic

Message

Your Response

Approve this Request

Post Cancel

Figure 67: Payment Message Posting

After posting the message, click **Submit** on the **Review and Submit** page.

Training Exercise: Payment Request Approval Process

Scenario



You have been asked to send a payment request for approval.

Instructions

This activity is will be performed individually; you must complete it on a classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Payment Request Review Process Data Sheet

Training Exercise: Payment Request Approval Process

Debrief



1. Why would a user go through the Payment Request Approval process as opposed to a regular voucher process?

2. What is the name of the page where users can access all the relevant pages for direct payment requests?

Lesson Summary

Objectives Achieved



Now that you have completed the Payment Request Approval Process lesson, you should be able to:

- Describe why a user would go through the Payment Request Approval Process.
- Describe the Payment Request Approval Process elements.

Module 1 Summary

Objectives Achieved



Now that you have completed the Voucher Processing module, you should be able to:

- Recognize the Accounts Payable End-to-End Process.
- Understand Process Vouchers and the Impact to other Modules.
- Create a Voucher without a Purchase Order.
- Create a Voucher with a Purchase Order.
- Match Vouchers.
- Process Payments.
- Respond to Inquiries.
- Acquire Assets.
- Send a Payment Request for Approval.

Course Summary

Objectives Achieved



Congratulations! You have completed the FIN301: General Voucher Processing course. You now should be able to:

- Recognize the Accounts Payable End-to-End Process.
- Understand Process Vouchers and the Impact to other Modules.
- Create a Voucher without a Purchase Order.
- Create a Voucher with a Purchase Order.
- Match Vouchers.
- Process Payments.
- Respond to Inquiries.
- Acquire Assets.
- Send a Payment Request for Approval.

Next Steps

Now that you have completed the FIN301: General Voucher Processing course, make sure that you complete the following tasks:

- Course assessment (tests your knowledge of the content)
- Course evaluation (collects course feedback)
- Log off your workstation

Reference Materials

Reference Materials



If you have further questions about any of the topics presented in the FIN301: General Voucher Processing course, use the following resources:

STAR User Productivity Kits

- Creating Control Groups
- Deleting Control Groups
- Entering Vouchers into a Control Group
- Viewing Voucher Data
- Viewing Voucher History
- Generating Procurement History
- Viewing Receipt Data
- Viewing Receipt History
- Entering Template Vouchers
- Reviewing Journal Detail for a General Ledger Journal

STAR Job Aids

- General Voucher Processing
- Creating and Using SpeedCharts

For additional Information:

- STAR Project Website: starproject.wi.gov
- STAR Intranet: <http://starconnection.wi.gov/Team>

Glossary

Key Terms



The following key terms are used in this course:

Term	Definition
Budget Checking	Process which checks Voucher amount against available appropriation and other budgets.
Business Unit	The STAR field that identifies each agency.
ChartField Editing	A process required in PeopleSoft which edits the ChartField combination rules set up for each agency. This process is automatically done when saving a voucher.
Combination Editing	Combination edits prevent errors in the combination of ChartFields values in PeopleSoft. They validate the accounting string prior to processing and return errors for invalid combinations.
Matching	An automated process of comparing values found in different business documents: Voucher, Purchase Order, Receiver (if applicable) and inspection (if applicable) prior to approving a Voucher for payment. This process provides assurance that the products listed on a supplier invoice were requested and received at the appropriate price and in the appropriate quantity.
SpeedChart	SpeedChart codes are defined for frequently used ChartField combinations entered on transaction distribution lines (i.e. requisition, purchase orders, vouchers, etc.). SpeedCharts greatly increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations.
Supplier	Any person or company with which the State of Wisconsin does business.
Supplier Location	Location setup for different supplier addresses such as remit to, ordering, invoicing to, ship to, and payment method.
Voucher	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.